

GREENWICH PUBLIC SCHOOLS

"Setting the Standard for Excellence in Public Education"

Per GPS Policy E-080 Family and Community Engagement in Schools / GPS Procedure E-080.15 Relations and Communications with Independent Schools, Colleges and Universities:

“The Superintendent directs staff members to cooperate with private schools, colleges and universities concerning student records and references in accordance with the law. Except as authorized by law, the written consent of the parent or the eligible student is required before confidential student information may be disclosed. The written consent must specify permission for disclosure and the person to whom the records are to be disclosed.”

“The Superintendent recognizes that providing reference information for students who may seek to attend independent schools is a time-consuming activity. Given that the primary responsibility of staff is to those students who attend Greenwich Public Schools, staff members will complete only those independent school applications and references which are for schools outside of the Greenwich area.”

In accordance with this procedure, our schools will release a transcript upon request for each application to private or independent schools. However, staff will not complete recommendations/references for schools in the Greenwich area, i.e. schools in Fairfield County, Westchester County and the New York City area.