

COVENTRY PUBLIC SCHOOLS
RELEASE OF INFORMATION

Name of Student: _____ Date of Birth: _____

- I give permission for the Coventry School System to *consult* with the agency / person listed below:
 I give permission for the Coventry School System to *receive* the records indicated below from:
 I give permission for the Coventry School System to *release* the records indicated below to:
Please indicate how you would like records released: by fax _____ by mail

fax number

Name/Agency Address Zip Code

Name of school the student attends (or will be attending) in Coventry _____

These records are for the purpose of educational planning and programming.

IMPORTANT: Please indicate items you wish to be released / received / consulted on:

- Official Administrative Records (name, address, birth date, grade level completed, grades, class standing, attendance records, test scores)
 Discipline Record(s)
 Social Work Record(s)
 Psychological Evaluation(s)
 Educational Assessment(s)
 Speech Evaluation/Report(s)
 Health Records
 Special Education Planning Records
 Planning and Placement Team Records
 Anecdotal Information
 Birth To Three records
 Other: (Specify) _____

NOTE: This confidential information is being sent on the condition that no other party should have access to it without written consent of parent/guardian, or the student, if she/he is 18 years of age or a graduate.

Parent/Guardian Signature: _____
Student Signature (if 18 years of age or an emancipated minor) _____
Home Address: _____
Home Telephone: _____
Date: _____

RETURN THIS FORM AND ALL RECORDS/CORRESPONDENCE TO:

- Hale Early Education Center, Preschool Coordinator, 1776 Main Street, Coventry, CT 06238 (860)742-4550
 Coventry Grammar School, Principal's Office, 3453 Main Street, Coventry, CT 06238 (860)742-7313
 G. H. Robertson School, Principal's Office, 227 Cross Street, Coventry, CT 06238 (860)742-7341
 Capt. Nathan Hale School, Guidance Office, 1776 Main Street, Coventry, CT 06238 (860)742-7334
 Coventry High School, Guidance Office, 78 Ripley Hill Road, Coventry, CT 06238 (860)742-7346
 Pupil & Staff Support Services, Director of Pupil Services, 1700 Main Street, Coventry, CT 06238 (860)742-7317