

**Request for Records
Mahwah Township Public Schools
Mahwah, NJ 07430**

To: The Principal Date: _____
Name of School: _____
Street Address: _____
City, State, Zip: _____

Please forward all records for the following student(s) who have enrolled in our school.

Entering School: _____

Mahwah, NJ 07430

| GRADE | NAME | BIRTHDATE |
|-------|------|-----------|
| | | |
| | | |
| | | |

You are authorized to release records to the principal of the above listed school.

- Mandated records include: Records of attendance, pupil progress, health/medical, dental and immunization and education of handicapped pupils (includes all Child Study Team records, tests and evaluations). If tested for TB, please include type of test.
- Permitted records include: Cumulative record folder information such as available work samples, standardized tests results, co-curricular activities, discipline, class rank, scholarship and citizenship records, and academic honors. ^[1]
- Student's official transcript of credits, including marks received upon withdrawal.
- An explanation if grades are numerical, e.g., 95-100 = A, 90-94 = B, etc., and passing standard.

FOR NJ RESIDENTS ONLY:

➤ **NJ STATE ID NUMBER:** _____

Date: _____

Signature of Parent/Guardian

^[1] Ref.NJAC6:3-2.3 and 6:3-2.5 and Mahwah Board of Education Policy No. 515