



Dover Public Schools

21 Belmont Ave. Dover, NJ 07801

Jose Cruz
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Assistant Registrar
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REGISTRATION OFFICE / REQUEST OF STUDENT RECORDS

Student's Name _____

Date of birth _____ / _____ / _____ Completed / Current Grade: _____

PLEASE FILL IN NAME AND ADDRESS OF PREVIOUS DISTRICT'S SCHOOL

School name: _____

Address: _____ Phone: _____

Fax: _____ Email: _____

Have you ever attended a school in New Jersey? ___ Y ___ N

School name: _____ Year: _____ Grade: _____

TO WHOM IT MAY CONCERN:

The student named above has enrolled into the Dover Public District and indicated that He / She last attended your School / District.

Please forward all records for the above named student to include, but not limited to:

Transfer Card	Child Study Team/ Special Services
Birth Certificate	Current Attendance
Health Records (Original A45 for NJ)	Discipline
Academics	Any additional information to aid in the proper placement of the student
Transcripts	WIDA score report
Test Scores	Other:

PLEASE SEND RECORDS TO THE SCHOOL CHECKED BELOW

DOVER HIGH SCHOOL Attn: Guidance Office 100 Grace St. Dover, NJ 07801 Phone: 973-989-2010 x1531 Fax: 973-989-5649 lquillen@dover-nj.org bdominguezlopez@dover-nj.org	DOVER MIDDLE SCHOOL Attn: Diana Morales 302 E. McFarlan St. Dover, NJ 07801 Phone: 973-989-2040 x4502 Fax: 973-361-2117 dmorales@dover-nj.org kquiles@dover-nj.org	EAST DOVER ELEMENTARY SCHOOL Attn: Dawn Norlander 300 E. McFarlan St. Dover, NJ 07801 Phone: 973-989-2040 x4502 Fax: 973-361-2117 dnorlander@dover-nj.org vrodriguez@dover-nj.org
NORTH DOVER ELEMENTARY SCHOOL Att: Lidia Acevedo 51 Highland Ave. Dover, NJ 07801 Phone: 973-989-2020 x2501 Fax: 973-361-1841 jacevedo@dover-nj.org	ACADEMY ST. ELEMENTARY SCHOOL Att: Julie Teets 14 Academy St. Dover, NJ 07801 Phone: 973-989-2030 x 3501 Fax: 973-989-6270 jteets@dover-nj.org	CHILD STUDY TEAM Att: Betsy Classen 21 Belmont Ave. Dover, NJ 07801 Phone: 973-989-2000 x 5045 Fax: 973-989-2077 bclassen@dover-nj.org

Parental permission is no longer required when records are requested by authorized school personnel.
(Family Educational Rights and Privacy Act, Code of Federal Regulations 99.31)

Thank you for your anticipated speed and cooperation in the handling of this record