



2552 Route 6  
 Hawley, PA 18428-7045  
 (570) 226-4557 opt. 6  
 Fax: (570) 226-0638

# WALLENPAUPACK AREA SCHOOL DISTRICT

## Request for Student Records

To the Principal or School Counselor:

Student's Last Name	Student's First Name	Grade
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Has entered the Wallenpaupack Area School District and indicated that he/she attended your school previously. Please forward at your earliest convenience:

- Pupil's Scholastic Records-including Grades, Credits, and Grades to date for this school year, Numerical Grading Profile used by your school
- Standardized Test Results
- All Special Education Records-including current IEP, Psychological Report, Educational Report, Multidisciplinary Summary Report
- Health and Dental Records-including Personal Health History
- Attendance and Discipline Reports
- PASecureID: \_\_\_\_\_

**IF THIS STUDENT'S RECORDS WERE FORWARDED TO ANOTHER SCHOOL BUILDING IN YOUR DISTRICT, PLEASE FORWARD THIS RECORD TO THE PROPER BUILDING**

According to the Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without consent for such release.

I hereby give permission for (previous school's name and address):

Fax # \_\_\_\_\_ Phone # \_\_\_\_\_

to release the records outlined above to Wallenpaupack Area School District.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR OFFICE USE ONLY

Send Records to Attention of:

- |                                             |                                          |                            |
|---------------------------------------------|------------------------------------------|----------------------------|
| <input type="checkbox"/> High School        | 2552 Route 6 · Hawley, PA 18428          | Fax Number: (570) 251-3153 |
| <input type="checkbox"/> Middle School      | 139 Atlantic Ave · Hawley, PA 18428      | Fax Number: (570) 251-3165 |
| <input type="checkbox"/> North Intermediate | 187 Atlantic Ave · Hawley, PA 18428      | Fax Number: (272) 638-6232 |
| <input type="checkbox"/> South Elementary   | 989 Main Street · Newfoundland, PA 18445 | Fax Number: (570) 251-3091 |
| <input type="checkbox"/> North Primary      | 158 Atlantic Ave · Hawley, PA 18428      | Fax Number: (570) 251-3151 |

Phone Number: (570) 226-4557 ext. \_\_\_\_\_

Records Request	
1. Date _____	By _____
2. Date _____	By _____
3. Date _____	By _____