

**WINDSOR LOCKS PUBLIC SCHOOLS**  
**WINDSOR LOCKS, CT 06096**  
**RELEASE OF INFORMATION**

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

My signature gives consent for the Windsor Locks Public Schools to  send  receive information regarding this student above from:

\_\_\_\_\_  
*Name and/or Agency*

\_\_\_\_\_  
*Street Address*

\_\_\_\_\_  
*City State Zip Phone # Fax#*

Please send/share the following information

**Administrative Records\***

- Demographics/Contact Information
- Behavior/Discipline Records

**Instructional Records\*\***

- Report Card, Transcript, Testing Scores  
*(SBAC, NGSS & any other school wide assessments ie; MAP i-Ready, STAR etc.)*
- ELL Designation/Assessments
- SRBI Records

**Classified Records\*\*\***

- 504 Plan
- IEP
- Health Record

**Sharing of Verbal Information**

To: Pine Meadow Academy  
7 Center St.  
Windsor Locks, CT 06096  
Phone: (860) 292-5707  
Fax: (860) 292-6994

In the absence of stated restrictions, existing records will be forwarded to the above named person or institution in its entirety.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent/Guardian*

\_\_\_\_\_  
*Relationship*

\_\_\_\_\_  
*Date records receive/sent*

\_\_\_\_\_  
*Print Parent/Guardian Name*

\_\_\_\_\_  
*Best Contact Phone number*

**\*Category A: Administrative Record**

This category includes official administrative records which constitute the minimum personal data required for the operation of the educational system. It contains identifying information such as a parents' names and addresses and student directory information.

**\*\*Category B: Instructional Record**

This category includes accurate, unambiguous and verified information, clearly important for the formulation of educational programs for all students but not absolutely necessary to the school over an indefinite period of time. The records in Category B include (1) the Educational Record and (2) Health Record.

**\*\*\*Category C: Classified Record**

This category includes verified information necessary for the formulation of individualized educational plans designed to meet the unique needs of selected students. Classified records are comprised of the Special Services Record and the Planning and Placement Team Record.