

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: Windsor Locks Middle School
7 Center St.
Windsor Locks, CT 06096
Phone: (860) 292-5012
Fax: (860) 292-5017

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.