



# Westford Public Schools

Office of the Superintendent  
23 Depot Street  
Westford, MA 01886

ph 978.692.5560  
fax 978.392.4497



## TRANSFER OF RECORDS

Date: \_\_\_\_\_

Name of Former School: \_\_\_\_\_

Address, City and State of Former School: \_\_\_\_\_

Phone/Fax Number of Former School: \_\_\_\_\_

Entering Grade: \_\_\_\_\_

- Abbot Elementary 25 Depot Street Westford, MA 01886 T) 978-692-5580 F) 978-692-5589
- Blanchard Middle School 14 West Street Westford, MA 01886 T) 978-692-5582 F) 978-692-5598
- John A. Crisafulli Elementary 13 Robinson Rd Westford, MA 01886 T) 978-392-4483 F) 978-392-8581
- Norman E. Day Elementary 75 E. Prescott St Westford, MA 01866 T) 978-692-5591 F) 978-850-4510
- Rita E. Miller Elementary 1 Mitchell Way Westford, MA 01886 T) 978-392-4476 F) 978-392-3407
- Nabnasset Elementary 99 Plain Road Westford, MA 01886 T) 978-692-5583 F) 978-392-9618
- Stony Brook Middle School 9 Farmer Way Westford, MA 01886 T) 978-692-2708 F) 978-692-5391
- Westford Academy 30 Patten Road Westford, MA 01886 T) 978-692-5570 F) 978-850-4512

I give permission for the \_\_\_\_\_ School District to transfer a complete  
(Name of School District)

school record for my son/daughter, \_\_\_\_\_, grade \_\_\_\_\_, date of birth  
(mm/dd/ccyy) \_\_\_\_\_, to Westford Public Schools. Written records should include, but are not  
limited to:

- Cumulative file (may include standardized test results, report cards, previous enrollment documents, attendance, record of instructional interventions)
- Health Records

If applicable:

- Special Education documents (referral, eligibility, past & current IEPs)
- 504 Accommodation Plan
- Discipline Records (any incidents involving suspension or criminal act)

Additional information may be obtained by verbal interaction between Westford Public Schools and the sending school district.

Records from the sending district should be sent to the addresses above.

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

\_\_\_\_\_  
Date