



# HERRICKS PUBLIC SCHOOLS

Education Today  
Knowledge Forever

NAME AND ADDRESS OF SCHOOL STUDENT LAST ATTENDED.

School Name:
School Address:
School Phone Number: <span style="float: right;">School Email:</span>

Re: Child's name \_\_\_\_\_

Child's Birth Date \_\_\_\_\_

Please be informed that the above captioned child is a former student in your school. This student has entered Grade \_\_\_\_\_ in the Herricks School District.

Please forward the following information to the school indicated below:

- A. Transfer Card
- B. Report Card(s)
- C. Transcript
- D. Disciplinary Records
- E. Scholastic Record (including **NYS Required Elem/MS Science Investigations**, if applicable)
- F. Standardized Testing Record
- G. Health Record
- H. CSE Records (if applicable)

CENTER STREET SCHOOL 240 Center Street Williston Park, NY 11596	DENTON AVENUE SCHOOL 1050 Denton Ave New Hyde Park, NY 11040	SEARINGTOWN SCHOOL 106 Beverly Drive Albertson, NY 11507	HERRICKS MIDDLE SCHOOL 7 Hilldale Drive Albertson, NY 11507	HERRICKS HIGH SCHOOL 100 Shelter Rock Road New Hyde Park, NY 11040
Attn: Joann DeStefano	Attn: Sheila Condron	Attn: Judy Ruffino	Attn: Guidance Department	Attn: Guidance Department
Phone: 516-305-8333	Phone: 516-305-8433	Phone: 516-305-8533	Phone: 516-305-8657	Phone: 516-305-8757
Email: <a href="mailto:CS.Student.Records@herricks.org">CS.Student.Records@herricks.org</a>	Email: <a href="mailto:DA.Student.Records@herricks.org">DA.Student.Records@herricks.org</a>	Email: <a href="mailto:SR.Student.Records@herricks.org">SR.Student.Records@herricks.org</a>	Email: <a href="mailto:MS.Student.Records@herricks.org">MS.Student.Records@herricks.org</a>	Email: <a href="mailto:HS.Student.Records@herricks.org">HS.Student.Records@herricks.org</a>

Any further information will be greatly appreciated.

*Ms. K. Elizabeth Guercin*  
*Assistant Superintendent for Curriculum and Instruction*

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
PRINT Name of Parent / Guardian

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