

Admissions Office Request for Record Copies



Name of student_____

Date_____

Current School_____

This student is applying to the Center School for admission. The admissions committee reviews copies of the student's educational file. This form is a request for copies to be sent to the Center School, in care of the admissions office.

Please make *copies* of the following records, if applicable, and send them to the Center School:

1. All transcripts and/or student report cards
2. Results of all standardized tests
3. Educational plans, (IEP, 504) and copies of educational testing
4. Disciplinary files
5. Conference and meeting notes and other information maintained in the student's permanent record. (Note: Health records not required.)

Thank you very much for your time and attention to this.

Office staff, please send copies of records by mail or by email to:
admissions@centerschool.net

Admissions Office
Center School
71 Montague City Road
Greenfield, MA 01301

I give permission for copies of the above records to be sent to the Center School.

Caregiver/Parent signature_____

Date:_____