

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](mailto:admissions@centerschool.net)

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

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

Caregiver/Parent signature\_\_\_\_\_

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