

# ELLIS SCHOOL

432 Main Street Fremont, New Hampshire 03044

Telephone: 603-895-2511 / Fax: 603-895-1106

---

## RELEASE OF INFORMATION FORM

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

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade \_\_\_\_\_

*I hereby give my permission to the Ellis School to request the following information regarding my daughter/son for the purpose of programming and placement:*

\_\_\_\_\_ Accumulative Folder

\_\_\_\_\_ Transcripts

\_\_\_\_\_ Health Records

\_\_\_\_\_ Grades to date of withdrawal

\_\_\_\_\_ Guidance / Counseling Records

\_\_\_\_\_ Discipline Records

\_\_\_\_\_ Special Education Records / 504 Plan (if applicable)

**\*\*\* Please include student's SASID number when sending records. \*\*\***

---

Name of Previous School: \_\_\_\_\_

Street Address of School: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

School Telephone: \_\_\_\_\_ School Fax Number: \_\_\_\_\_

Parent/Legal Guardian Name: (Please Print) \_\_\_\_\_

Parent/ Legal Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use: Date Request Sent to Previous School: \_\_\_\_\_

*A copy of this permission shall have the same force as the original.*

It is not necessary for parents to sign a release when records are being passed from public school to public school.

NOTE: Federal Register, June 17, 1976, Part II H.E.W. Privacy Right of Parents and Students. Final rule on education records; Vol. 41, #118, 24676, "99.31 prior consent for disclosure not required." An educational agency or institution may disclose personally identifiable information from the education records of a student without written consent of the parent of the student or eligible student if the disclosure is to other school officials, including teachers, within the educational institution or legal educational agency who have been determined by the agency or institution to have legitimate educational interest; to officials of another school or school system in which the student seeks or stands to enroll, subject to the requirements set forth in 99.34