



Transfer Student Record Request

Former School Name: _____

Former School Address: _____

Dear Sir/Madam:

_____ is enrolling in grade _____ at _____ School,
address _____, phone _____
fax _____.

We request that you send by mail or fax the following records/information:

- State identification number
- MA transfer card
- Academic & test records (including MCAS & PARCC records and transcripts for high school students)
- Health & immunization records
- Special Education records (including IEP, evaluations and behavior management plan)
- Section 504 plan or any record of a plan within the last calendar year.
- Attendance records
- Discipline records
- Other pertinent information or background information that may aid us in working with this student (including guidance data)

to their new school which is located at: _____, Braintree, MA 02184.

Thank you for your prompt attention in this matter.

Sincerely,

Print Parent/Guardian Name

Parent/Guardian Signature

Former Address

New Braintree Address

Education Reform Act of 1993: Permission of the parent or adult student is no longer required when records are requested by authorized school personnel. See Federal Law 99.31 – Family Rights Privacy Act Final Rule on Educational Records Federal Register June 17, 1976, also Section 37, Section 37L of Chapter 71 of General Laws, as appearing in the 1997 Official Edition, is hereby amended by adding the following... "A student transferring into a local system must provide the new school system with a complete school record of entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act."

Updated June 2018