

Request for Records

Please be advised that my child, previously enrolled in your school, has transferred to the Ballston Spa Central School District. I hereby authorize the following information on my child to be sent to the school indicated below.

| RECORDS REQUESTED | | | |
|-------------------|---|---|-----------------|
| ✓ | Academic (including all high school level science labs) transcripts and report card | | |
| ✓ | Individualized Educational Plan (IEP) Level I vocational assessment | | |
| ✓ | Scripts for related services | ✓ | Social Work |
| ✓ | Health (including immunizations) | ✓ | Record of Birth |
| ✓ | Psychological | ✓ | Teacher |
| ✓ | Standardized Tests | ✓ | Attendance |
| ✓ | Other pertinent data to ensure proper placement of student | | |

STUDENT INFORMATION

| | | | |
|-----------|------------|-------------|---------------|
| | | | |
| Last Name | First Name | Middle Name | Date of Birth |

School Last Attended: Name:

Address:

Phone: FAX:

Parent/Guardian Signature: **Date:**

Please fax or email information requested above to the school checked below:

- Malta Avenue Elementary School**
70 Malta Avenue, Ballston Spa, NY 12020
TEL: 518-884-7250 FAX: 518-884-7258
EMAIL: bmurtlow@bscsd.org
- Milton Terrace Elementary School**
200 Wood Road, Ballston Spa, NY 12020
TEL: 518-884-7210 FAX: 518-884-7219
EMAIL: kcassin@bscsd.org
- Ballston Spa Middle School**
210 Ballston Avenue, Ballston Spa, NY 12020
TEL: 518-884-7200 FAX: 518-885-2930
EMAIL: dmicare@bscsd.org

- Gordon Creek Elementary School**
100 Wood Road, Ballston Spa, NY 12020
TEL: 518-884-7270 FAX: 518-884-7268
EMAIL: jburns1@bscsd.org
- Wood Road Elementary School**
300 Wood Road, Ballston Spa, NY 12020
TEL: 518-884-7290 FAX: 518-884-7286
EMAIL: kmichael@bscsd.org
- Ballston Spa High School**
220 Ballston Avenue, Ballston Spa, NY 12020
TEL: 518-884-7150 FAX: 518-885-1585
EMAIL: kvivian@bscsd.org

If the box is checked below, please provide the following documents to the school, via fax, asap:

Immunization and Health Records