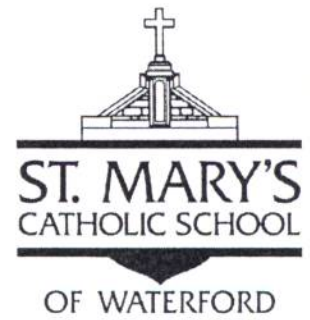


St. Mary's Catholic School of Waterford  
12 Sixth Street  
Waterford, New York 12188  
Ph: (518) 237-0652  
Fax: (518) 233-0898



**Authorization for the Release or Transfer of Records**

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

Dear Principal;

The following student(s) have enrolled in our school. Please forward the items marked below as soon as possible. Thank you for your assistance.

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

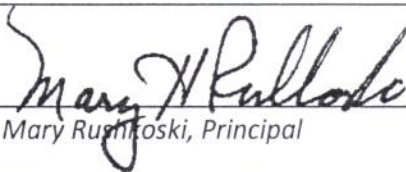
Student Name: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Previous School: \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

School Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent or Guardian

  
Mrs. Mary Ruznikoski, Principal

**Requested Records:**

- Student Transcripts
- Report Cards
- All Standardized test scores
- Cumulative Health Records
- Special Education Records including IEPs and 504 records
- Disciplinary Records
- Psychological Evaluations

Mail to: St. Mary's School

12 Sixth St.

Waterford, NY 12188

Or Fax to: 518-233-0898