



**RELEASE OF INFORMATION FROM FORMER SCHOOL**

I, \_\_\_\_\_, eligible student or parent or legal guardian of \_\_\_\_\_ **[name of student]**, hereby consent to the disclosure and release of the following education records of \_\_\_\_\_ **[name of student]**: all general education, NYS assessment reports, special education, medical, psychological and disciplinary records of the aforementioned student.

I authorize this disclosure to be made by:

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

Address: \_\_\_\_\_  
*Street City State Zip Code*

I consent to this disclosure and release for the following purposes: \_\_\_\_\_

(e.g., new enrollment of student; transfer of student).

Please allow disclosure of all above mentioned records and release copies of the records listed above to the Katonah-Lewisboro School District (herein after referred to as the “receiver of records”).

This release is valid for three hundred and sixty four days from the date of its execution.

I understand that by signing this release I am waiving my right to nondisclosure of my student child’s education records as guaranteed by the Federal Family and Educational Rights Privacy Act (“FERPA”), 20 U.S.C. §1232g. I understand that I have the right not to consent to disclosure of my student child’s education records to a third party. I understand that I have the right to receive a copy of my student child’s education records upon my request and to a copy of the records released pursuant to this release upon request.

Please send all documentation to: **Katonah-Lewisboro School District, PO Box 387, Katonah, New York 10536**, to the attention of the school office checked below:

- John Jay High School – Attention: Counseling Center
- John Jay Middle School – Attention: Counseling Center
- Increase Miller Elementary School – Attention: Main Office
- Katonah Elementary School – Attention: Main Office
- Meadow Pond Elementary School – Attention: Main Office

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent/Guardian Name

\_\_\_\_\_  
Relation to Student

If you have any questions concerning the release of information, please contact Mrs. Erin McMahon, District Registrar, at 914-763-7050.