

Mount Pleasant Central School District

District Office
825 Westlake Drive
Thornwood, NY 10594
Telephone: (914) 769-5500

Dr. Kurtis Kotes
Superintendent of Schools

NEW REGISTRANTS: AUTHORIZATION FOR THE RELEASE OF STUDENT RECORDS

To Parents/Guardians/Eligible Students:

The Family Educational Rights and Privacy Act ("FERPA") and the Individuals with Disabilities Education Improvement Act ("IDEA") require schools and providers to have written consent from a parent or legal guardian before they can release student records or communicate about the student. In the case of students eighteen (18) years old or older, written permission of the eligible student must be obtained.

The form provided below will authorize the Mount Pleasant Central School District to release records and to communicate about your child. **The District shall keep all records and such releases, in accordance with FERPA and the IDEA, strictly confidential and not release any information to non-authorized individuals.**

Please complete the required information and sign this form.

Student Name: _____
Age: _____
Date of Birth: _____
Grade Level: _____

Name and address of previous school:

Telephone #: _____
Fax #: _____

In accordance with FERPA and the IDEA, I hereby authorize the Mount Pleasant Central School District to communicate with and release the following records pertaining to the below-named student to the person or entity identified above (select one):

- All educational/clinical records, including but not limited to health records, grades, discipline records, dates of attendance, psychological and other evaluations, all diagnostic and state testing, psychiatric records and special education records.
- Only the specific records as follows: _____

Signature of Parent/Guardian or Eligible Student (if 18 or older)

Date

OFFICE USE ONLY:

Please forward academic records to(choose one):

Westlake High School 825 Westlake Drive Thornwood, NY 10594	Westlake Middle School 825 Westlake Drive Thornwood, NY 10594	Columbus Elementary School 582 Columbus Avenue Thornwood, NY 10594	Hawthorne Elementary School 225 Memorial Drive Hawthorne, NY 10532
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Please transfer any IEP electronically and forward all other special education records to:

Office of Pupil Personnel Services
Mount Pleasant Central School District
825 Westlake Drive
Thornwood, NY 10594