

# PENN-TRAFFORD SCHOOL DISTRICT

PENN MIDDLE SCHOOL  
1007 PENN MIDDLE WAY  
Jeannette, Pennsylvania 15644

James Simpson  
Principal  
(724) 744-4431

## REQUEST TO RELEASE RECORDS

From: \_\_\_\_\_ School Fax: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Last name      First Name      Middle Name      DOB      Grade

Penn-Trafford School District Enrollment Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month      Day      Year

Please release the following information to the address circled:

Harrison Park Elementary School  
10 Dell Avenue  
Jeannette, PA 15644  
Phone: 724-744-2161  
Fax: 724-744-1865

Trafford Elementary School  
100 E. Brinton Avenue  
Trafford, PA 15085  
Phone: 412-372-6600  
Fax: 412-372-1554

Sunrise Estates School  
171 Sunrise Drive  
Irwin, PA 15642  
Phone: 724-864-6700  
Fax: 724-864-0226

Level Green Elementary School  
650 Cypress Court  
Level Green, PA 15085  
Phone: 412-372-6603  
Fax: 412-372-0114

Trafford Middle School  
100 E. Brinton Avenue  
Trafford, PA 15085  
Phone: 412-372-6600  
Fax: 412-372-1554

Ms. Pam Albert  
Penn-Trafford High School  
3381 Route 130  
Phone: 724-744-4471  
Fax: 724-744-4426

McCullough Elementary School  
213 Watt Road  
Jeannette, PA 15644  
Phone: 724-744-7441  
Fax: 724-744-1076

**Penn Middle School**  
1007 Penn Middle Way  
Jeannette, PA 15644  
Phone: 724-744-4431  
Fax: 724-744-1215

\_\_\_ Official administrative record (name, address, birth date, grade level, report card grades, class standing, attendance, and standardized achievement test scores)

\_\_\_ School/Counselor generated tests such as intelligence and aptitude scores

\_\_\_ Health records with the immunization card

\_\_\_ Disciplinary records

\_\_\_ Special education records including psychological/psychiatric workup

\_\_\_ PA Secure ID \_\_\_\_\_

**Please complete:** The last date of attendance for the student named above was \_\_\_\_\_

### AUTHORIZATION FOR THE RELEASE OF RECORDS:

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of School Official/Title: \_\_\_\_\_ Date: \_\_\_\_\_

*"Effective, efficient, quality education"*