

**MOUNT PLEASANT COTTAGE SCHOOL UNION FREE SCHOOL DISTRICT
NOTIFICATION TO PARENTS/GUARDIANS OF RECORD TRANSFER
TO AN EDUCATIONAL INSTITUTION**

Dear Parent/Guardian or Student:

This is to advise you that school records relating to your _____,
(relationship)

_____, will be transferred to _____.
(student name)

If you desire, you may see or be given copies of those records to be transferred. They will be available between _____ at _____.

If you feel the content of those records is incorrect, you have the right to challenge them at a hearing.

If _____
is not contacted by _____, the District will assume that you do not want copies of those records and that you do not wish a hearing to object to their content.

Very truly yours,

Signature

Date