



DUXBURY PUBLIC SCHOOLS

Duxbury Public Schools
93 Chandler Street, Duxbury, Massachusetts 02332
Tel: (781) 934-7600 • Fax: (781) 934-7644
District website • www.duxbury.k12.ma.us
Twitter: @duxbury_ps • Facebook: Duxbury Public Schools

AUTHORIZATION FOR RELEASE OF STUDENT RECORDS TO DUXBURY PUBLIC SCHOOLS

Today's Date:	
Student's Full Name:	
Grade Level at Previous School:	
School Withdrawing From:	
Address/Phone/Contact of Previous School:	

Please Check	School Records to be Sent
	All Parts, including below:
	Official administrative record (name, address, birth date, grade level completed, grades, class standing, attendance record AND State assigned Student ID Number (SASID))
	Standardized achievement test scores
	Copy of current IEP or 504 plan
	Teacher and counselor observations
	Record of extracurricular activities
	Family background data
	Health Records
	Core Evaluations
	Statement of Discipline
	Other (specify)

My signature verifies that I am the parent/legal guardian of the above-named student and authorizes the Duxbury Public Schools to send for or to forward the selected school records. I understand if my student is in Middle or High School they are not considered registered and cannot speak with guidance until Duxbury Public Schools receives these documents.

*Print Name**Parent/Legal Guardian Signature**Date*

Please send records to circled school:

Duxbury High School	Duxbury Middle School	Alden School	Chandler School
Attn: Guidance Office	Attn: Sarah McGuire	Attn: Chase Eschauzier	Attn: Erin Wieseahn
71 Alden Street	71 Alden Street	75 Alden Street	93 Chandler Street
Duxbury, MA 02332	Duxbury, MA 02332	Duxbury, MA 02332	Duxbury, MA 02332
FAX: 781-934-6081	FAX: 781-934-6084	FAX: 781-934-7636	FAX: 781-934-7675

Submitted By: _____

Date: _____