

**Needham Public Schools**  
1330 Highland Avenue, Needham MA 02492  
Tel. 781-455-0400 \* Fax 781-455-0417  
[www.needham.k12.ma.us](http://www.needham.k12.ma.us)

Daniel Gutekanst, Ed.D.  
Superintendent of Schools

Mary Lammi  
Assistant Superintendent  
for Student Support Services

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Authorization to Release Student Records

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Former Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

I authorize \_\_\_\_\_ School/District, to release the following special education records to Needham Public Schools.

**Evaluation Reports**

**Individualized Education Program documents (IEPs)**

**Progress Reports**

**Other special education records**

\_\_\_\_\_ I also authorize Needham Public Schools special education staff to speak with staff from my student's previous school. (Check off for authorization)

**Please send/or fax the student's records at your earliest convenience to:**

**Tamara Barron - Special Education Program Assistant**  
**Needham Public Schools**  
**1330 Highland Ave.**  
**Needham, MA 02494**  
**FAX # 781-455-0437**

**Name of contact person or school district student is attending/transferring from:**

**Contact Person:** \_\_\_\_\_

**School/District Name:** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City, State and Zip Code:** \_\_\_\_\_

\_\_\_\_\_  
**Signature of parent/guardian**

\_\_\_\_\_  
**Date**

**Records request mailed on:** \_\_\_\_\_ **Requested by:** \_\_\_\_\_