

Needham Public Schools

1330 Highland Avenue, Needham MA 02492

Tel. 781-455-0400

Fax 781-455-0417

www.needham.k12.ma.us

Daniel Gutekanst, Ed.D.
Superintendent of Schools

Mary Lammi
Assistant Superintendent
for Student Support Services

Authorization to Release School Records

Please send all records pertinent to this student, including:

Official Transcript, Attendance records, Health records, Student grades, Standardized test scores, 504 documents, Discipline records and State Assigned Identification Number (SASID, if applicable).

Student Name _____ **Grade** _____

Former Address _____

City _____ **State** _____ **Zip Code** _____

Name and complete address of **school student is transferring from:**

School Name _____

Street Address _____

City _____ **State** _____ **Zip Code** _____

Phone _____ **Fax** _____

MCAS TAKEN:

ELA Yes No

MATH Yes No

SCIENCE Yes No

Send the records to the location checked off below:

Broadmeadow School
120 Broad Meadow Road
Needham, MA 0242
F: 781-455-0851

Mitchell School
187 Brookline Street
Needham, MA 02492
F: 781-455-0871

Pollard Middle School
200 Harris Avenue
Needham, MA 02492
F: 781-455-0413

Eliot School
135 Wellesley Avenue
Needham, MA 02494
F: 781-455-0852

Newman School
1155 Central Avenue
Needham, MA 02492
F: 781-455-2523

Needham High School
609 Webster Street
Needham, MA 02494
F: 781-455-0408

Hillside School
28 Glen Gary Road
Needham, MA 02494
F: 781-455-0857

High Rock School
77 Ferndale Road
Needham, MA 02492
F: 781-455-0411

Not Yet Determined
Needham Public Schools
Attn: Mary Lammi
1330 Highland Ave
Needham, MA 02494
F: 781-455-0437

Signature of parent/guardian

Date

Records request mailed on: _____ **Requested by:** _____