

# South Colonie School District

# Request for Records

School last in attendance \_\_\_\_\_ Date \_\_\_\_\_

Address of School \_\_\_\_\_ Phone# \_\_\_\_\_

\_\_\_\_\_ Fax # \_\_\_\_\_

**Permission to release information on the student below:**

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

**Requesting the following - Please fax all ASAP. Thank you!**

- Permanent record information
- Health Record Information (shot recs, other)
- IEP/Psychological Reports (if applicable)
- Achievement Test Scores
- Discipline Record
- Other Pertinent Information

\_\_\_\_\_  
Signature of Parent/guardian Date

\_\_\_\_\_  
David Pace, Supervisor South Colonie Schools Date

***Please fax (preferred) or mail the requested information to the school office checked below.***

	<b>Forest Park Elementary School</b>	100 Forest Drive, Albany, NY 12205 (518) 869-3006 Fax (518) 869-5891
	<b>Roessleville Elementary School</b>	100 California Avenue, Albany, NY 12205 (518) 459-2157 Fax (518) 459-0268
	<b>Saddlewood Elementary School</b>	100 Loralee Drive, Albany NY 12205 (518) 456-2608 Fax (518) 862-0271
	<b>Shaker Road Elementary School</b>	512 Shaker Road, Albany, NY 12211 (518) 458-1440 Fax (518) 459-1283
	<b>Veeder Elementary School</b>	25 Veeder Drive, Albany, NY 12205 (518) 869-4661 Fax (518) 869-4495
	<b>Lisha Kill 5-8 Middle School</b>	68 Waterman Avenue, Albany NY 12205 (518) 456-2306 Fax (518) 452-8165
	<b>Sand Creek 5-8 Middle School</b>	329 Sand Creek Road, Albany, NY 12205 (518) 459-1333 Fax (518) 459-1404
	<b>South Colonie Central High School</b>	1 Raider Boulevard, Albany, NY 12205 (518) 459-1220 Fax (518) 437-9639
	<b>South Colonie Pupil Services</b>	100 Forest Drive, Albany, NY 12205 (518) 869-6967 Fax (518) 869-0573