

**Quincy Public Schools  
Release of Student Records**

Date \_\_\_\_\_

To \_\_\_\_\_  
(Individual, school, or other agency)      Address      City      State      Zip

Re: \_\_\_\_\_  
(Student's full name - please print)      Date of Birth      STATE ID# (SASID)  
\_\_\_\_\_  
Address      City      State      Zip

Last Quincy school attended by student \_\_\_\_\_ Date last attended \_\_\_\_\_

**Section I**

I authorize the inspection/release of the records shown in Section II below to \_\_\_\_\_  
(person/agency)

\_\_\_\_\_      Address      City      State      Zip  
for the following reasons(s): \_\_\_\_\_

Signature of Parent or Student\* \_\_\_\_\_  
(\* form may be signed by a student 14 years or older, or in the 9<sup>th</sup> grade)

Current Address \_\_\_\_\_

**Section II - Parts of the student records to be released**

- |   |   |
|---|---|
| <input type="checkbox"/> Transcript Information<br>(identifying information, course titles,<br>grades, grade level completed, attendance) | <input type="checkbox"/> Guidance Record            |
| <input type="checkbox"/> Discipline Records or Statement  | <input type="checkbox"/> Health Record/Immunization |
| <input type="checkbox"/> Special Needs/I.E.P.   | <input type="checkbox"/> Speech/Language            |
| <input type="checkbox"/> Standardized Tests   | <input type="checkbox"/> Early Childhood            |
|   | <input type="checkbox"/> Due Process                |
|   | <input type="checkbox"/> Other (specify) _____      |

**Section III**

This is to notify you that a

- Request from the Department of Education, Division of Special Education
- Subpoena
- Request from a Justice
- Other (specify) \_\_\_\_\_

has been received for the parts of the record checked in Section II. Massachusetts regulations require the school system to comply with this request and to give you notification upon release of the records. If you have any questions you may contact \_\_\_\_\_ at \_\_\_\_\_

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Authorized Employee Name and Title (please print)

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Employee's Signature

**(Revised August 2001)**