

WESTWOOD PUBLIC SCHOOLS
Westwood, Massachusetts
STUDENT RECORDS REQUEST

I authorize

Name of School _____

Contact _____

Address _____

Phone _____

Fax _____

Period of Time covered by this Release One year from Authorized Signature date

to release the following records to the Westwood Public Schools.

Student Name _____ Date of Birth _____

Send records to:

Westwood High School
220 Nahatan Street
Westwood, MA 02090

Deerfield School
72 Deerfield Avenue
Westwood, MA 02090

Hanlon School
790 Gay Street
Westwood, MA 02090

Sheehan School
549 Pond Street
Westwood, MA 02090

Thurston Middle School
850 High Street
Westwood, MA 02090

Downey School
250 Downey Street
Westwood, MA 02090

Martha Jones School
80 Martha Jones Road
Westwood, MA 02090

Integrated Preschool
200 Nahatan Street
Westwood, MA 02090

Records to be Released:

- Cumulative records, which include:
 - Transcript information (includes identifying information, course titles, grades, or their equivalent)
 - Records from all schools the student attended
 - Testing records
 - Most recent grade report
 - MCAS scores and MCAS number
- Health Medical Records
- Teacher and Counselor evaluation and comments
- SAT and College Board Scores (if applicable)
- Profile of former school and the Program of Studies for upper-level students or website where information can be found (*for High School students*)
- Special Education records, including most recent evaluations and IEP (if applicable)*
- Attendance record
- Other (Specify)

Signature of Parent/Guardian _____ Date _____

***If Special Education records are kept elsewhere in your district, please forward this authorization to the appropriate location/contact.**