

**DUDLEY-CHARLTON REGIONAL SCHOOL DISTRICT  
HERITAGE SCHOOL**

**34 Oxford Road • Charlton Massachusetts 01507**

**Kathleen E. Pastore, Principal**

**508- 248-4884**

**508- 248-4611**

**FAX (508) 248-1109**

**www.dcrsd.org**

**RECORDS RELEASE – STUDENT RECORDS**

New School: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Date Withdrawn: \_\_\_\_\_

I hereby grant permission for release of records all of the following documents:

- ✓ Health Records
- ✓ Transfer Card
- ✓ Transcript of grades, including grades to the date of withdrawal
- ✓ Standardized test results, including MCAS testing
- ✓ Special Education Individual Education Plan, 504 Plan (if applicable)
- ✓ Letter of discipline status\*

*Letter must include any record of prior suspensions or expulsions, or a statement that there is no record of any such actions, sign by a school official.*

In compliance with state and federal laws, permission is required of a parent, legal guardian or eligible student before any records can be released to an outside agency school or college. In order to comply with the law, your signature is necessary.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

New Residential Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

***“ ... to advance the knowledge and well being of our children and our community.”***