

Franklin Central School

PO Box 888, Franklin, NY 13775

Guidance Office 607-829-3551 ext. 304

Guidance Office Fax 607-829-5515

www.franklincs.org

Request for Transfer of Records

Student

Date of Birth

Has recently enrolled in the Franklin Central School District. Student is transferring from:

Name of Previous School: _____

Address: _____

Phone: _____ Fax: _____

Please forward the following information

Official Transcripts of Academic Records

Standardized Test Date

Screening Information

Health Records

Copy of Birth Certificate

Social History, Psychological, etc.

Committee on Special Education Records

Thank you in advance for your prompt attention to this records request. If you have any additional input which you believe will assist us in preparing an appropriate program for this child, please feel free to contact us.

Brendan Coyle
K-12 School Counselor

Date

Parent/Guardian

Date

Federal Law 99.21 states no parent signature is required for educational records to be sent to another educational agency.