



ANDOVER REGIONAL SCHOOL DISTRICT

Florence M. Burd School

219 Newton-Sparta Road
Newton, NJ 07860
973-314-5257

Cindy Mizelle
Principal

Request for transfer of student records

Student Name _____
Grade entering _____
Date _____

To whom it may concern:

The above named student has enrolled in the Florence M. Burd Elementary School. Please forward the following information at your earliest convenience:

- Student's complete cumulative folder
- Health records
- Current report cards
- Child Study Team records (psychological evaluations, speech, counseling records and IEP), if applicable.

Thank you in advance for your cooperation. Please do not hesitate to contact me if you have any questions.

Sincerely,

Mrs. Cindy Mizelle
Principal

Release of Records

I authorize the release of all pertinent records of the above named student to Florence M. Burd School.

Date

Signature of Parent/Guardian

Relationship to Child

