



**PUBLIC SCHOOLS**

375 Locust Lane, Roslyn Heights, NY 11577 516-801-5060 Fax 516-801-5068 [www.roslynschools.org](http://www.roslynschools.org)

**OFFICE OF PUPIL PERSONNEL SERVICES & SPECIAL EDUCATION**

Barbara Schwartz  
Director

Marnie Cohen, Assistant Director  
Cindy Samide, Assistant Director

**AUTHORIZATION FOR TRANSFER OF STUDENT RECORDS**

DATE: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

LAST SCHOOL ATTENDED (NAME OF SCHOOL AND CONTACT INFORMATION): \_\_\_\_\_

PHONE # and EMAIL ADDRESS of School Contact(s): \_\_\_\_\_

GRADE ATTENDED AT LAST SCHOOL: \_\_\_\_\_

Please send **ACADEMIC, HEALTH, ATTENDANCE, and SPECIAL EDUCATION RECORDS (if applicable), as well as psychological reports (if applicable)**, concerning the above-named student. Authorization for release of all information is appended below. Please send us a description of your grading system as well as an English translation where necessary. Please forward to the school checked below:

\_\_\_\_ Michelle Hazen, Principal  
Harbor Hill School  
3 Glen Cove Road  
Greenvale, NY 11548  
Fax: (516) 801-5408

\_\_\_\_ Mrs. Sherry Ma, Principal  
East Hills School  
400 Round Hill Road  
Roslyn Heights, NY 11577  
Fax: (516) 801-5308

\_\_\_\_ Mrs. Mary Wood, Principal  
Heights School  
240 Willow Street  
Roslyn Heights, NY 11577  
Fax: (516) 801-5508

\_\_\_\_ Mr. Craig Johanson, Principal  
Roslyn Middle School/Guidance  
375 Locust Lane  
Roslyn Heights, NY 11577  
Fax: (516) 801-5208

\_\_\_\_ Mrs. Tanya Baptiste  
Director, Guidance & Counseling (K-12)  
Roslyn High School  
475 Round Hill Road  
Roslyn Heights, NY 11577  
Fax: (516) 801-5138

\_\_\_\_ Mrs. Barbara Schwartz  
Director, Pupil Personnel  
Services & Special Education  
375 Locust Lane  
Roslyn Heights, NY 1577  
Fax: (516) 801-5068

Your prompt response is greatly appreciated.

*Barbara Schwartz*

**AUTHORIZATION FOR TRANSFER OF STUDENT RECORDS**

I hereby give my permission to Roslyn Public Schools to obtain any and all the records indicated above for the following:

\_\_\_\_\_  
PLEASE PRINT STUDENT'S FULL NAME

\_\_\_\_\_  
SIGNATURE OF PARENT/GUARDIAN

\_\_\_\_\_  
DATE