



Request for Student Records

The following student has registered in our School District:

Name: _____ Date of Birth: _____ Grade: _____
Projected Start Date: _____

Releasing School:

School: _____
Address: _____
Phone: _____ Fax: _____
Email: _____

Please fax or email the following records for enrollment:

- | | |
|---------------------------------------|--|
| 1. Current transcript | 12. Special Education Records, if applicable |
| 2. Grades at time of withdrawal | A. Current IEP |
| 3. Report cards from prior schools | B. Latest Psychological Report |
| 4. Standardized/State test scores | C. Related Service Evaluations |
| 5. Discipline Records | |
| 6. Attendance Records | |
| 7. NYSESLAT Scores, if applicable | |
| 8. 504, if applicable | |
| 9. Birth Certificate | |
| 10. Immunizations and latest Physical | |
| 11. Custody Records, if applicable | |

**Please forward Special Education records
to LouAnne Kiggins at
lkiggins@westhillschools.org**

The records indicated above should be released to (circle one):

Walberta Park School (Gr. K-1)

400 Walberta Road
Syracuse, NY 13219
Phone: (315) 426-3200
bwhite@westhillschools.org

Onondaga Hill Middle School (Gr. 5-8)

4860 Onondaga Road
Syracuse, NY 13215
(315)-426-3400
kcortez@westhillschools.org

Central Registration

registrar@westhillschools.org

Cherry Road Elementary School (Gr. 2-4)

201 Cherry Road
Syracuse, NY 13219
Phone: (315) 426-3300
mmedeiros@westhillschools.org

Westhill High School (Gr. 9-12)

4501 Onondaga Boulevard
Syracuse, NY 13219
(315) 426-3130
whscounselingcenter@westhillschools.org

According to the Final Regulations-Family Education Rights and Privacy Act (Buckley Act), dated June 17, 1977, it is no longer necessary to obtain written consent to release records between schools. IT states that school officials, including teachers within the educational institution and officials of other schools in school systems in which they intend to enroll, may receive a student's records without a written consent for such release.

Parent/Guardian Signature: _____ Date: _____