

Request for copy of student records and teacher evaluations

This signed form is to be given to the student's current or most recent school.

Dear Parents:

This form is to authorize the Principal, Guidance Counselor, or Director of your child's school to release copies of all records to Breakwater and, if contacted, to speak with Breakwater personnel about the applicant. This form also gives permission to your child's former and current teachers to complete a separate evaluation form and, if contacted, to speak to Breakwater personnel about this application. This information will be held in the strictest of confidence and is not available to the applicant and/or his or her family.

We authorize the release of all educational records, including progress reports and testing for the student listed to Breakwater School and authorize my child's teachers to provide a confidential evaluation.

Student Name _____ Current Grade _____

Parent/Legal Guardian signature _____ Date _____

Dear School Officials:

The above named student is applying for admission at Breakwater School. So that we may be fully informed of the applicant's qualifications, please send us the following information:

- A copy of the student's transcript/progress report for the entire previous school year
- A copy of the student's transcript/progress report for the current school year as available at this time.
- All standardized, psychological and specialized testing results
- IEP or 504 Accommodations
- Other information that you feel might be helpful to us in evaluating this student

Please retain this signed release in the student's file. You will be promptly notified if the student enrolls at our school in which case this release form acts as a request for transfer of complete cumulative file and health records. Please note, parental permissions is no longer required when records are requested by authorized school personnel. Family Education Rights and Privacy Act Final Rule on Education Records. Federal Register, June 17, 1976, Vol. 41, NO.118, page 24673. It states, "The Family Education Rights and Privacy Act does not require parent/legal guardian written consent to release student educational records. Student records will be forwarded upon receiving a written request from school officials in which the student has enrolled."

Please send information directly to:

Breakwater School
Attn. Molly Tucker
856 Brighton Avenue
Portland, ME 04102