

# CHITTENANGO CENTRAL SCHOOL

Michael Eiffe, Superintendent

District Offices  
1732 Fyler Road  
Chittenango, New York 13037-9520  
Fax (315) 687-2851

Jason P. Clark  
Assistant Superintendent  
for Instructional Services  
Telephone (315) 687-2854

## REQUEST FOR STUDENT RECORDS

Student's Name \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

Previous School: \_\_\_\_\_

Previous School Address: \_\_\_\_\_

School's Phone #: \_\_\_\_\_ School's Fax #: \_\_\_\_\_

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The above named student has enrolled in our district. To ensure proper placement, please forward copies of the information outlined below and any other pertinent educational records. Information should be directed to the person listed below. Please call if there are immediate special considerations that we should know.

1. Health and Immunization Records, including last physical exam
2. Last Report Card and Schedule
3. Test Data – including all Academic Intervention Services
4. Attendance Record
5. Discipline Record, Transcripts, Exit Grades, Assessments, Science Labs (if applicable)
6. Special Education Records including last psychological, social history, IEP, and evaluations (speech/language, occupational/physical therapy, psychiatric)

Please forward all information to the following:

Ms. Melissa Stanek, Principal  
**Bridgeport Elementary School**  
9076 North Road  
Bridgeport, NY 13030  
Phone: (315) 687-2280  
Fax: (315) 687-2281

Ms. Kara May, Principal  
**Bolivar Road Elementary School**  
6983 Bolivar Road  
Chittenango, NY 13037  
Phone: (315) 687-2880  
Fax: (315) 687-2881

Mr. Benjamin New, Director of  
Special Education & Pupil  
Personnel Services  
**Chittenango Central Schools**  
1732 Fyler Road  
Chittenango, NY 13037  
Phone: (315) 687-2844  
Fax: (315) 687-2851  
Email: sreid@chittenangoschools.org

Counseling Center  
**Chittenango Middle School**  
1732 Fyler Road  
Chittenango, NY 13037  
Phone: (315) 687-2806  
Fax: (315) 687-2801  
Email: keverett@chittenangoschools.org

Counseling Center  
**Chittenango High School**  
150 Genesee Street  
Chittenango, NY 13037  
Phone: (315) 687-2911  
Fax: (315) 687-2919

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I hereby give my permission to release all information to the above checked school(s).

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Parent/Guardian

Revised August 14, 2024