



Ellington Public Schools  
47 Main Street, P.O. Box 179  
Ellington, CT 06029-0179  
Phone: 860-896-2300 – Fax 860-896-2312  
[www.ellingtonpublicschools.org](http://www.ellingtonpublicschools.org)

## Request for Release of Student Records

### Student Information

Last Name, First Name, Middle Name:	
Date of Birth:	Grade Level:

### Releasing School Information

School Name:	School District:
School Address (Street, City, State):	
School Phone Number:	School Fax Number:

### Student Records Requested:

- Cumulative Academic Record and all medical/health assessment & immunization records
- Special Education Record including but not limited to all assessments\*

**\*These records are for the purpose of education planning and programming. No party should have access to confidential student records without prior written permission of the parent/guardian of the student, or the eligible student.**

**The student noted above has registered for enrollment in Ellington Public Schools. In accordance with CGS §10-220h, please forward the student's cumulative academic record and if applicable special education records to the following within ten (10) days following the receipt of this communication:**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> <b>Center School (K-6)</b><br>49 Main Street, P.O. Box 220<br>Ellington, CT 06029     | <input type="checkbox"/> <b>Windermere School (PK-6)</b><br>2 Abbott Road, P.O. Box 259<br>Ellington, CT 06029       | <input type="checkbox"/> <b>Crystal Lake School (PK-6)</b><br>59 South Road<br>Ellington, CT 06029 |
| <input type="checkbox"/> <b>Ellington Middle School (7-8)</b><br>46 Middle Butcher Road<br>Ellington, CT 06029 | <input type="checkbox"/> <b>Ellington High School (9-12)</b><br>37 Maple Street, P.O. Box 149<br>Ellington, CT 06029 |  |

I, \_\_\_\_\_ the undersigned parent/guardian, am withdrawing my student from the releasing school and authorizing the transfer and release of my child's records to Ellington Public Schools.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date