

# Milton Public Schools

25 Gile Road  
Milton, MA 02186

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## Release of Student Records

Student Name: \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Name of previous school: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

The student referenced above is transferring to the Milton Public Schools. Please forward all records relevant to the educational needs of the student to:

**Milton Public Schools**  
**Attn: Registrar**  
**25 Gile Road**  
**Milton, MA 02186**

Information/records to be released includes, but not limited to the following:

- Transfer Card and/or SASID
- Cumulative Records
- Transcripts of Grades (with an explanation of marking system)
- Teacher and Counselor Evaluations and Comments
- Discipline Records
- Attendance Record
- Medical Records/Immunizations
- Standardized Test Scores
- Special Education (i.e.-IEP, psychological evaluations, PT/OT/SPL, testing/reports, family development, social history, etc.)
- 504 Plan
- Current Class Schedule

**PLEASE NOTE:** Chapter 71, section 37L of the Massachusetts General Laws provides that a student transferring into a local system must provide the new school with a complete school record of the entering student. Said record shall include, but not limited to any incidents involving suspension or violation of criminal acts, or any incident reports in which such student was charged with any suspended act.

I hereby authorize you in my capacity as parent/legal guardian of the above named, or in my behalf, to release a transcript, test results, any special needs information, health record, disciplinary records and any other information requested. This information is to be used in determining the admission status of this student. Both written information and telephone conversations are permitted to improve the educational programming for my child.

Parent/Guardian Name (please print): \_\_\_\_\_

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

Date: \_\_\_\_\_

The Milton Public School system does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, gender identity, transgender status, gender transitioning, age, national origin (ancestry), disability, pregnancy/parenting status, marital status, sexual orientation, homelessness, or military status, in any of its programs, activities or operations. These include, but are not limited to, admissions, equal access to programs and activities, hiring and firing of staff, provision of and access to programs and services, as well as selection of volunteers, vendors and employers recruiting at the Milton Public Schools. We are committed to providing an inclusive and welcoming environment for all members of our staff, students, volunteers, subcontractors, and vendors. The following person has been designated to handle inquiries regarding the non-discrimination policies: Asst. Superintendent of Curriculum and Human Resources, 617-696-4812