

LYNN PUBLIC SCHOOLS

Welcome Center – 100 Bennett Street, Lynn, MA 01905
Telephone (781) 592-8796 - Fax (781) 598-3160

Patrick Tutwiler, Ph.D.
Superintendent



Kevin J. McHugh
School Business Administrator

Debra Ruggiero
Deputy Superintendent

Kimberlee Powers
Deputy Superintendent

In accordance with the Massachusetts Department of Education, Student Record Regulations (603 CMR 23 00-23 12 dated 6/8/90), please forward as soon as possible all academic records, achievement test scores, attendance, behavior and related information that may be helpful for the proper educational placement of this student. Massachusetts law requires that a transfer form must accompany these records.

STUDENT RECORDS REQUEST

Date: _____

Student Name: _____ D.O.B. _____

Grade: _____ School: _____

Former School Address: _____

School Telephone: _____ Fax No.: _____

PARENT AUTHORIZATION

I hereby authorize the above named school to release to LYNN PUBLIC SCHOOLS any records or reports pertaining to the above mentioned student.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Phone Number: _____

Records should be sent within three days to:

Lynn Public Schools Administration Building
Welcome Center
100 Bennett Street
Lynn, MA 01905
Fax:(781) 592-8796

Date Sent: _____

Staff Name: _____