



# BERGENFIELD PUBLIC SCHOOL DISTRICT

*Where Children Come First*

80 South Prospect Avenue • Bergenfield, NJ 07621 • (201) 385-8600 x1609

Alice M. Nieves  
District Registrar

## Release of Records Request

Student's Last Name	First Name	Birth Date	Grade
_____	_____	(____) (____)	_____
Previous School	Phone	Fax	
_____	_____	_____	
Town/City	State		
_____	_____		

The above named student has registered in our school district. Please send us the student's mandated records. Please make sure you send the following:

1. Attendance records
2. Test scores (NJASK, HSPA, ACCESS, MAC, etc.)
3. Grades (transcript including courses in progress)
4. All health records
5. Child Study Team records
6. Discipline records
7. And, all records required by the State Board of Education

Parent signature serves as notice to the parent that we are requesting such records. According to stature, you do not need parent consent to send the records. We need to provide them notice of request for such records.

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

\_\_\_\_\_  
Date

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**PLEASE SEND RECORDS TO:**

ROY W. BROWN MIDDLE SCHOOL  
Guidance Department  
130 South Washington Avenue  
Bergenfield, NJ 07621  
Fax: 201-385-0219  
Tel: 201-385-8847

BERGENFIELD HIGH SCHOOL  
Guidance Department  
80 South Prospect Avenue  
Bergenfield, NJ 07621  
Fax: 201-385-9412  
Tel: 201-385-8600