



# 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 statute, 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
_____	_____

Office use only – Please do not write below this line.

### PLEASE SEND RECORDS TO:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Franklin School<br>2 N Franklin Ave<br>Bergenfield, NJ 07621<br>Fax: 201-385-9708<br>Tel: 201-385-8581 | <input type="checkbox"/> Hoover School<br>273 Murray Hill Terr<br>Bergenfield, NJ 07621<br>Fax: 201-385-0946<br>Tel: 201-385-8582 | <input type="checkbox"/> Jefferson School<br>200 Hickory Ave<br>Bergenfield, NJ 07621<br>Fax: 201-385-9389<br>Tel: 201-385-8804 |
| <input type="checkbox"/> Lincoln School<br>115 Highview Ave<br>Bergenfield, NJ 07621<br>Fax: 201-385-9838<br>Tel: 201-385-8759  | <input type="checkbox"/> Washington School<br>49 S Summit St<br>Bergenfield, NJ 07621<br>Fax: 201-385-3703<br>Tel: 201-385-8771   |   |