



# ELIZABETH PUBLIC SCHOOLS

*Every Child, Achieving Excellence*

Olga Hugelmeyer  
Superintendent of Schools

Anthony DiDonato  
Supervisor of Guidance

## RELEASE OF RECORDS/TRANSCRIPTS/TEST SCORES

Date of Request: \_\_\_\_\_ Former Student ID: \_\_\_\_\_

\_\_\_\_\_  
Student's First Name / Student's Last Name / Date of Birth / Grade

Please send the following information:

<input type="checkbox"/> Final Transcript	<input type="checkbox"/> IEP Plan (if Applicable)
<input type="checkbox"/> Standardized Test Scores	<input type="checkbox"/> 504 Plan If Applicable
<input type="checkbox"/> Health Records & Universal Child Health Physical Examination	<input type="checkbox"/> Personal Data – Parent/Guardian Date & Place of Birth
<input type="checkbox"/> Current Year – Grades/Schedule	<input type="checkbox"/> Attendance Records

### AUTHORIZATION FOR RELEASE OF RECORDS:

I hereby authorized:

*School Name:* \_\_\_\_\_

*School Address:* \_\_\_\_\_

*School Phone/Fax:* \_\_\_\_\_

to release the records/information requested above for the named student.

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

\_\_\_\_\_  
Date

Please Send Records to: High School Welcome Center

600 Pearl Street  
Elizabeth, NJ 07202  
Phone: 908-436-5278  
Fax: 908-436-6857  
Attn: Nahomis Angulo-Secretary- Email: [angulona@epsnj.org](mailto:angulona@epsnj.org)  
Rita Molina-Secretary- Email: [Molinari@epsnj.org](mailto:Molinari@epsnj.org)

*the Welcome Center*