



Sts. Philip & James School & Academy

359 Clinton Avenue
St. James, NY 11780

Telephone (631)584-7896
Fax (631)584-3258
www.sspjschool.net

Date

To Whom It May Concern:

The following child is registered in Sts. Philip and James School:

Beginning Date

Name of student

Grade Registered

Please forward the following information as soon as possible:

- Recent report card
- Standardized test results
- Scholastic records
- Medical records
- Psychological testing and/or screening results
- Special services student is receiving
- Power School Records**

Any other pertinent data which might be considered helpful in working with this student would also be appreciated.

Thank you for your cooperation.

Sincerely,

Diane Anderson
Principal

Parent's Authorization to Release Information

I hereby request and authorize the above mentioned records and any pertinent information available be released to Ms. Diane Anderson, Principal at the above address.

Date

Signature of Parent/Guardian

Name and address of student's current school:

