Enrolling Transfer Release Form

****** This Form is provided to Mansfield Public Schools. Do not send to your previous School District ******

I hereby authorize and give permission to release accumulated school records/information regarding my child:

Student Name: _____ DOB: _____ Entering Grade: _____

To the following school (please Fax or email a copy and follow up with the full set of records via mail):

☐ **Mansfield High School** **Grades 9 - 12** Denise MacKillop, Guidance 250 East Street Mansfield, MA 02048 508-261-7540 508-339-0259 (fax) denise.mackillop@mansfieldschools.com	☐ **Jordan/Jackson Elementary School** **Grades 3 - 5** Nancy Soldani, Registration 255 East Street Mansfield, MA 02048 508-261-7520 508-261-7528 (fax) nancy.soldani@mansfieldschools.com	☐ **Qualters Middle School** **Grades 6 - 8** Anne Aldo, Guidance 240 East Street Mansfield, MA 02048 508-261-7530 508-261-7535 (fax) anne.aldo@mansfieldschools.com
☐ **Robinson Elementary School** **Grades 1 - 2** Dawn Saba , Registration 245 East Street Mansfield, MA 02048 508-261-7513 508-261-7418 (fax) dawn.saba@mansfieldschools.com	☐ **Robinson Elementary School** **Kindergarten** Nicole Reynolds, Registration 245 East Street Mansfield, MA 02048 508-261-7510 508-261-7326 (fax) nicole.reynolds@mansfieldschools.com	☐ **Roland Green Preschool** **Pre-School** Julia Mitchell, Registration 29 Dean Street Mansfield, MA 02048 508-261-1561 508-261-7415 (fax) julia.mitchell@mansfieldschools.com

From the following (Previous) school (name, address and fax number):

Information/Records to be release includes but not limited to the following:

1. Transcript of grades and credits (***Grades should be up to date through withdrawal date***)
2. Current testing -- name, score, grades, and date given
3. Massachusetts Basic Skills testing and SASID #
4. Health records
5. Special Education records (including *CURRENT* IEP) if applicable
6. Attendance records
7. Discipline records (Massachusetts State Law)
8. ELL Screening and assessments if applicable
9. Other pertinent information

_____ _____ _____

Parent/Guardian Signature Date Best Contact Number

_____

Parent/Guardian Name (Print)

***Chapter 71, Section 37L (as amended by Section 37 of Chapter 71 of the Acts of 1993) of the Massachusetts General Laws. A student transferring into a local system must provide the new school with a complete school record of the entering student. Said record shall include, but not limited to any incidents involving suspension or violation of criminal acts, or any incident reports in which such student was charged with any suspended act.*

****Release is good for 1 year only. Release can only be used for intended purpose.*

The Mansfield Public Schools prohibits unlawful discrimination, harassment (including sexual harassment), and retaliation against anyone based on race, color, age, disability, sex (including pregnancy, pregnancy-related conditions, or recovery from these conditions, including but not limited to, lactation), sexual orientation, gender identity or expression, religion or religious belief, national origin, ethnicity, ancestry, retaliation, marital status, genetic information, veteran or military status, limited English proficiency, homelessness, or any other class of individuals protected from discrimination under state or federal law in education, admission, access to or treatment in, its programs, services, benefits, activities, and terms and conditions of employment.