

Mount Olive School District

Chester M. Stephens Elementary School
99 Sunset Drive, Budd Lake, NEW JERSEY 07828
Telephone Number (973) 691-4002
Fax Number (973) 691-4030

To Whom It May Concern:

_____ has registered at Chester M. Stephens Elementary School in the _____ grade. Please forward an official transcript of records including academic, standardized test scores, discipline records, I.E.P. records, 504 Plans, and any other information you feel would be of value to us.

*** Please inform your school nurse that we are officially requesting the health records for the above student to also be mailed to us. ***

If he/she is a classified student, please forward a copy of this release of records request to your Department of Special Services in order that these records are released to us as well.

Permission for the release of such records is indicated below. Thank you for your cooperation.

Sincerely,

Nicole Musarra
Principal - Chester M. Stephens Elementary School

I authorize the release of all records, including classification records when applicable, of the above named student to Chester M. Stephens Elementary School, Attn: Kelly Lippe, 99 Sunset Drive , Budd Lake, NJ 07828.

Name

Relationship