

Needham Public Schools
1330 Highland Avenue, Needham MA 02492
Tel. 781-455-0400 * Fax 781-455-0417
www.needham.k12.ma.us

Daniel Gutekanst, Ed.D.
Superintendent of Schools

Mary Lammi
Director of Student Support Services

Authorization to Release Student Records

Student Name _____ Grade _____

Former Address _____

City _____ State _____ Zip Code _____

I authorize _____ School/District, to release the following special education records to Needham Public Schools.

Evaluation Reports

Individualized Education Program documents (IEPs)

Progress Reports

Other special education records

_____ I also authorize Needham Public Schools special education staff to speak with staff from my student's previous school. (Check off for authorization)

Please send/or fax the student's records at your earliest convenience to:

**Tamara Barron - Special Education Program Assistant
Needham Public Schools
1330 Highland Ave.
Needham, MA 02494
FAX # 781-455-0437**

Name of contact person or school district student is attending/transferring from:

Contact Person: _____

School/District Name: _____

Street Address: _____

City, State and Zip Code: _____

Signature of parent/guardian

Date

Records request mailed on: _____ **Requested by:** _____