
Date: _____, 20____

Mr. Matthew McCoy , Records Access Officer
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Mr. McCoy:

The purpose of this letter is to request copies of education records identified below, for (name of student) _____, who is (please circle one) my son/ my daughter/ myself as eligible student. I understand that, if the records include answers to a standardized test(s), the district will not provide a copy of the standardized test questions.

I consent to have copies of the following education records provided (please check records needed):

_____ 504	_____ Discipline Record	_____ Report Card (year(s)) _____
_____ IEP	_____ Immunizations	_____ Progress Reports (year(s)) _____
_____ Other _____		

I am making this request because of the reason(s) indicated below with an X:
