



SCHOOL DISTRICT OF THE CHATHAMS

259 LAFAYETTE AVENUE
CHATHAM, NEW JERSEY 07928
(973) 457-2500 (PHONE)

Request for Transfer of Records

Former School

Date

Address

Grade

City, State, and Zip Code

NJSMART State ID Number (if known)

School Phone Number

As the Parent/Guardian of _____, I am authorizing **the school listed below** to request all academic and health records for my child from **the school listed above**.

Please send the following information to the attention of the principal at the school checked below:

1. Cumulative Academic Records
2. Educational Test Results
3. Health Records
4. Transfer Card
5. Confidential Files (example - IEP, behavior plan)
6. Other Pertinent Data _____

Thank you for your prompt attention to this matter.

☐ Chatham High School
255 Lafayette Avenue
Chatham, NJ 07928
Attn: Counseling Office

☐ Chatham Middle School
480 Main Street
Chatham, NJ 07928
Attn: Jill Gihorski

☐ Lafayette School
221 Lafayette Avenue
Chatham, NJ 07928
Attn: Cheryl Russo

☐ Milton Avenue School
16 Milton Avenue
Chatham, NJ 07928
Attn: Nicholas Andreazza

☐ Southern Boulevard School
192 Southern Boulevard
Chatham, NJ 07928
Attn: Kathleen O'Connor

☐ Washington Avenue School
102 Washington Avenue
Chatham, NJ 07928
Attn: Kristine Dudlo

Parent/Guardian (Print)

Parent/Guardian (Sign)