



# HIGHLAND PARK PUBLIC SCHOOLS

IRVING PRIMARY SCHOOL

121 S 11th Ave, Highland Park NJ, 08904

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## TRANSFER OUT DOCUMENTATION

The purpose of this form is to ensure compliance with the Family Educational Rights and Privacy Act of 1974 which requires documented evidence of permission to release all student files to officials of other public or private schools in which the student intends to enroll.

1. Documented evidence of parent approval must be received before records are transmitted to receiving school.
2. Parent notification should be completed before a transfer card is issued.

I am the parent of \_\_\_\_\_

Age \_\_\_\_\_ Grade \_\_\_\_\_ Birth date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_

I request and authorize that my child's records be released to the officials of:

School \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Highland Park Home Address \_\_\_\_\_

Forward Home  
Address \_\_\_\_\_

Signature of  
Parent/Guardian \_\_\_\_\_

Date of request \_\_\_\_\_

Student's Last Day of School \_\_\_\_\_.