



## Request for Release of Records

Date \_\_\_\_\_

School Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Student \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

### ***Attn: Registrar/Records Department***

The above named student has applied for admission to The Village School for the school year \_\_\_\_\_. Please fax or mail the following records to:

The Village School of Naples  
Attn: Lynn McEvoy, Records Administrator  
6000 Goodlette Road  
Naples, FL 34109  
(239) 593-7686 x276 Fax: (239) 593-6599  
[lmcevoy@vsnaples.org](mailto:lmcevoy@vsnaples.org)

- Cumulative records including (but not limited to) all Test Scores, Report Cards, Standardized Test Scores
- Exceptional Education Records including (but not limited to): IEP, Progress Reports, Academic, Speech/Language Assessments, etc.
- Discipline Reports
- Treatment Plan/Summary
- Psychological Reports
- Birth Certificate
- Physical and Immunization Records

Thank you in advance for your assistance in this matter.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

According to the Final Regulations – Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records. It states that school officials of other schools in school systems in which the student may intend to enroll, may receive a student's records without a written consent for such release.