



Kristine Orr
Superintendent of Schools
orrk@sgfcsd.org

Tim Dawkins
Assistant Superintendent
dawkins@sgfcsd.org

Kevin Fottrell
Assistant Superintendent
fottrellk@sgfcsd.org

SOUTH GLENS FALLS CENTRAL SCHOOL DISTRICT

Request for Records

Student's Name: _____ DOB: _____ Current Grade: _____

Date of Enrollment in SGF Central School: _____

Name and Mailing Address of Previous School: _____

School Phone: _____

School Fax: _____

Please be advised that my child, previously enrolled in your school, has transferred to the South Glens Falls Central School District. I hereby authorize the following information on my child to be sent to the school indicated below:

Regular and Special Education

Academic (including all high school science labs)
Current 504 (related testing and reports)
Cumulative Health Record
Immunizations
Standardized Test Results
Social Work
Record of Birth
Attendance Record
Other pertinent data to ensure proper placement

Special Education Only

Current IEP (Please transfer through IEP Direct if possible)
Psychological Report
Social History
Speech/Language Evaluation
Physical and/or Occupational Therapy Report
Behavior Management Plan(FBBA-BIP)

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Please send records to the school checked below (Preferred method is e-mail.):

- ☐ **Ballard Elementary School** – 300 Ballard Road, Wilton, NY 12831
Phone: (518) 587-0600 Fax: (518) 730-7596 E-Mail: wrightde@sgfcsd.org
- ☐ **Harrison Avenue Elementary School** – 76 Harrison Avenue, South Glens Falls, NY 12803
Phone: (518) 793-9048 Fax: (518) 704-4963 E-Mail: carruthersr@sgfcsd.org
- ☐ **Moreau Elementary School** – 76 Bluebird Road, South Glens Falls, NY 12803
Phone: (518) 793-9644 Fax: (518) 730-7619 E-Mail: burnhamr@sgfcsd.org
- ☐ **Tanglewood Elementary School** – 60 Tanglewood Drive, South Glens Falls, NY 12803
Phone: (518) 793-5631 Fax: (518) 730-7543 E-Mail: adayp@sgfcsd.org
- ☐ **Oliver Winch Middle School** – 99 Hudson Street, South Glens Falls, NY 12803
Phone: (518) 792-5891 Fax: (518) 704-4743 E-Mail: barberh@sgfcsd.org
- ☐ **Senior High School** – 42 Merritt Road, South Glens Falls, NY 12803
Phone: (518) 792-9987 Fax: (518) 704-3989 E-Mail: wilkent@sgfcsd.org
- ☐ **Jessica Spellburg, Dir. of Special Education** – 42 Merritt Road, Suite 1, South Glens Falls, NY 12803
Phone: (518) 793-9702 Fax: (518) 704-4961 E-Mail: storrsrk@sgfcsd.org