



EAST LYME PUBLIC SCHOOLS

P.O. Box 220 • East Lyme, Connecticut 06333 • (860) 739-3966 • Fax (860) 739-1215

Jeffrey R. Newton
Superintendent of Schools

Amy Drowne
Assistant Superintendent of
Curriculum, Instruction and Assessment

Kimberly Davis
Director of
Student Services

Maryanna Stevens, CPA
Director of Finance, Marketing,
and Growth Management

School Records Release Form for New Enrollees

The East Lyme Public Schools requires a parent / guardian complete this Release Form in order for us to obtain your child's school records from the past attending school.

Student's Name: _____ Date: _____

School Transferring From: _____ Birthdate: _____

School: _____

Street Address: _____

City/State/Zip: _____

Please send a copy of all educational records. Please bear in mind that this request is for all records (cumulative, confidential, health, etc.) relating to the named student to insure proper placement can be made and record continuity can be maintained.

Parental permission is no longer required when authorized school personnel request records. (Family Educational Right and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 24673).

Upon entry into our school, parents, legal guardians, and where appropriate, students are notified of their rights to: 1) inspect and review records, 2) challenge contents of record, and 3) obtain a copy records.

I acknowledge that East Lyme Public Schools will request the following records from above named school. I give permission for above named school to send all records on my son/daughter.

Parent/Guardian: _____ Date: _____

SENDING SCHOOL:

Please return the authorized above student records to:

East Lyme High School
30 Chesterfield Road
East Lyme, CT 06333
Phone: 860-739-6946
Fax: 860-739-1241

East Lyme Middle School
31 Society Road
East Lyme, CT 06333
Phone: 860-739-4491
Fax: 860-691-5400

Flanders Elementary School
167 Boston Post Road
East Lyme, CT 06333
Phone: 860-739-8475
Fax: 860-739-1242

Lillie B. Haynes Elementary School
29 Society Road
Niantic, CT 06357
Phone: 860-739-2922
Fax: 860-739-1527

Niantic Center Elementary School
7 West Main Street
Niantic, CT 06357
Phone: 860-739-3961
Fax: 860-739-1258

East Lyme Public Schools will inspire, engage and educate each student to become a contributing citizen and a responsible, independent, and critical thinker.