



**ABSECON PUBLIC SCHOOLS**  
800 Irelan Avenue, Absecon NJ 08201  
(609) 641-5375 FAX (609) 641-8692



Dr. Daniel J. Dooley  
Superintendent of Schools

Tina Maruca  
Business Administrator  
Dr. Shelly Ward Richards, Principal  
H.Ashton Marsh Elementary School

Lindsay Reed  
Director of Special Services/Curriculum  
Kevin Burns, Principal  
Emma C. Attales Middle School

## Request for Student Records

To: \_\_\_\_\_ (name of previous School)

\_\_\_\_\_ (Address of previous School)

\_\_\_\_\_

\_\_\_\_\_ (Phone # of previous School)

Re: \_\_\_\_\_

Name

Grade

Birth date

The above named student has entered our school system.

Please send all records including:

1. Transcript of grades and explanation for marking system
2. Achievement and aptitude test scores (dated)
3. Health information
4. Helpful information about social and emotional development
5. IEP and/or Child Study Team reports
6. Discipline file

Please forward to:

H. A. Marsh Elementary School  
800 Irelan Ave.  
Absecon, NJ 08201

Emma C. Attales Middle School  
800 Irelan Ave.  
Absecon, NJ 08201

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### **AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS**

I hereby authorize the release for all records as indicated above to the Absecon Schools. I hereby attest that I have legal authority to request release of these records.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship to student

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date