

Williamstown Independent Schools
 300 Helton Street
 Williamstown, KY 41097

Williamstown JR/SR High School

Brandy Feagan, Principal
 Todd Dupin, Assistant Principal/ D.P.P.
 Phone: 859-824-4421
 Fax: 859-824-4722

Williamstown Elementary School

Jeremy Dodd, Principal
 Phone : 859-824-3760
 Fax: 859-824-3745

Request for Permission to Release Permanent Record to Third Party

Williamstown Independent Schools may have a copy of/or access to the following parts of the school records of:

<u>STUDENT'S NAME</u>	<u>GRADE</u>	<u>SCHOOL TRANSFERRING FROM</u>	<u>Birthdate</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- Official administrative records (name, address, birthdate, grade level completed, grades, class standing & attendance records)
- Standardized Achievement Test Scores
- Intelligence and Aptitude Test Scores
- Personality and interest Test Scores
- Teacher and Counselor Observations and Ratings
- Records or Extracurricular Activities
- Family Background Data
- Health Records
- Psychological Evaluations
- Special Education release forms (if applicable to the above named students)
- Math and English Portfolios

My signature below constitutes notice to me that the above records will be transferred and that I may inspect these records if I make application to do so.

 Signature of Parent/Guardian or
 Signature of Student if over 18 years of age

 Date

Please fax to the attention of **Tonya Whaley** – Williamstown Independent Schools, Registrar