



Stafford Middle School

15 Broad Street
Plattsburgh, NY 12901
Phone (518) 563-6800
Fax (518) 247-4942

Jamie LaBarge, *Principal*
Kathleen Sciole, *Dean of Students*

SCHOOL RECORDS REQUEST

Previous School's Name: _____

Address: _____

Student's Name: _____ Grade: _____

Date of Birth: _____

Parent's Signature: _____ Date: _____

Has registered in our school as a transfer student and gave your school as the last one attended. Please send us a copy of the following information:

Student Transcript

New York State Test Scores

Special Ed. IEP / 504

Health Record

Standard Test Information

Any additional information that you may have to make the transfer easier for the student and for the school would be appreciated.

Sincerely,
Jeri Hebert
Guidance Secretary
jhebert@plattscsd.org