



Stafford Middle School

15 Broad Street
Plattsburgh, New York 12901
Phone (518) 563-6800
Fax (518) 563-8520

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

SCHOOL RECORDS REQUEST

Name & Address of Previous School:

Student's Name _____ Grade _____

Date of Birth _____

Parent Signature _____

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

- Student Transcript
- New York State Test Scores
- Individual IEP
- 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,
Jessica Shields
Guidance Secretary
jshields@plattscsd.org