



UPPER SADDLE RIVER SCHOOL DISTRICT

A TRADITION OF EXCELLENCE

Lauren Schoen
Interim Superintendent of Schools

395 West Saddle River Road
Upper Saddle River, New Jersey 07458
201-961-6500 (voice) -201-961-9020 (fax)

Dana Imbasciani
Board Secretary/Business Administrator

Request for Records

Date: _____

Name of previous school: _____

Address: _____

_____, who was formerly enrolled in your school, has transferred to the Upper Saddle River School District, Upper Saddle River, NJ. Please forward the following information to the transferring school listed on the bottom of this sheet at your earliest convenience.

In accordance with the Family Education Rights and Privacy Act of 1974, Public Law 93-380 H.R. 69, and New Jersey State Law N.J. A.C. 6:3-6:5 (10(i) and N.J.A.C. 5:3-6:5 (10(ii), I hereby authorize the release to the above-named school all cumulative records including:

- ☐ Transfer
- ☐ Medical/Health Records
- ☐ Standardized Test Records
- ☐ Scholastic Achievement Records
- ☐ Reading Records
- ☐ Anecdotal Records
- ☐ Special Services Records
- ☐ Any other pertinent information regarding social and educational background

Signature of Parent/Guardian

Date

Grades: 6 - 8
Cavallini Middle School
392 West Saddle River Road
Upper Saddle River, NJ 07458

Attention : Mrs. Olsen
Student Services Office
(201) 961-6450
tolsen@usrschoolsk8.com

Grades: 3 - 5
Bogert Elementary School
391 West Saddle River Road
Upper Saddle River, NJ 07458

Attention: Mrs. Lagomarsino
Secretary to the Principal
(201) 961-6350
jlagomarsino@usrschoolsk8.com

Grades: Kindergarten - 2
Robert D. Reynolds School
391 West Saddle River Road
Upper Saddle River, NJ 07458

Attention: Mrs. Garcia
Secretary to the Principal
(201) 961-6300
pgarcia@usrschoolsk8.com