



Livingston Public Schools

11 Foxcroft Drive - Livingston, New Jersey 07039

Records Request Form - Elementary School, Kindergarten through Grade 5

Sections highlighted in yellow must be completed

Student Information	
Last Name _____ First Name _____ Middle Name _____	
Address _____ City _____ State _____ Zip _____	
Home Phone _____ Date of Birth _____ <input type="checkbox"/> Female <input type="checkbox"/> Male	
Previous School	
Name of School _____ <input type="checkbox"/> Public <input type="checkbox"/> Private	
Street Address _____	
City _____ State _____ Zip _____	
*School Phone Number _____	
*School FAX Number _____	
*School Contact Email Address _____	
Last Day Student Attended _____ Does the student have an IEP or 504 plan: <input type="checkbox"/> IEP <input type="checkbox"/> 504	
Official Records To Be Released	
Grades/Transcript - District/State Assessments NJ Medical Form A45 or Medical/Immunization Records Special Education Records – Disciplinary Records	
*10 Digit NJ State ID (if applicable): _____ Is the student in an ESL/Bilingual Program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I permit the release of the above records and for the school district to contact my child's former district for further information. In addition to the release of the above records to which you consent, the prior District will be releasing the following mandated records for which your consent is not required: transcript of grades, health records, attendance records, child study team records, and disciplinary records according to N.J.A.C. 6:3-6.5.	
Signature of Parent/Guardian _____	Date _____

FOR OFFICE USE ONLY: Please send records to the school marked below:

Burnet Hill Elementary School
 Filona Leechow
fleechow@livingston.org
 Fax: 844-372-5367

Harrison Elementary School
 Michelle Peters
mpeters@livingston.org
 Fax: 844-880-0823

Mt Pleasant Elementary School
 Nicole Soutar
nsoutar@livingston.org
 Fax: 844-861-3001

Collins Elementary School
 Nancy Meehan
nmeehan@livingston.org
 Fax: 844-880-0824

Hillside Elementary School
 Jennifer Schroeder
jschroeder@livingston.org
 Fax: 844-880-0104

Riker Hill Elementary School
 Michelle DiStasio
mdistasio@livingston.org
 Fax: 844-861-2995

Date sent by LPS _____