

# Needham Public Schools

1330 Highland Avenue, Needham MA 02492

Tel. 781-455-0400 Fax 781-455-0417

[www.needham.k12.ma.us](http://www.needham.k12.ma.us)

Daniel Gutekanst, Ed.D.  
Superintendent of Schools

Mary Lammi  
Assistant Superintendent  
for Student Support Services

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## Authorization to Release School Records

**Please send all records pertinent to this student, including:**

**Official Transcript**, Attendance records, Health records, Student grades, Standardized test scores, 504 documents, Discipline records and State Assigned Identification Number (SASID, if applicable).

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Former Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

Name and complete address of **school student is transferring from:**

**School Name** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Fax** \_\_\_\_\_

### MCAS TAKEN:

**ELA**  Yes  No

**MATH**  Yes  No

**SCIENCE**  Yes  No

Send the records to the location checked off below:

Broadmeadow School  
120 Broad Meadow Road  
Needham, MA 0242  
**F: 781-455-0851**

Mitchell School  
187 Brookline Street  
Needham, MA 02492  
**F: 781-455-0871**

Pollard Middle School  
200 Harris Avenue  
Needham, MA 02492  
**F: 781-455-0413**

Eliot School  
135 Wellesley Avenue  
Needham, MA 02494  
**F: 781-455-0852**

Newman School  
1155 Central Avenue  
Needham, MA 02492  
**F: 781-455-2523**

Needham High School  
609 Webster Street  
Needham, MA 02494  
**F: 781-455-0408**

Hillside School  
28 Glen Gary Road  
Needham, MA 02494  
**F: 781-455-0857**

High Rock School  
77 Ferndale Road  
Needham, MA 02492  
**F: 781-455-0411**

Not Yet Determined  
Needham Public Schools  
Attn: Mary Lammi  
1330 Highland Ave  
Needham, MA 02494  
**F: 781-455-0437**

\_\_\_\_\_  
**Signature of parent/guardian**

\_\_\_\_\_  
**Date**

**Records request mailed on:** \_\_\_\_\_ **Requested by:** \_\_\_\_\_