

**Authorization to Release Student Records**

Date: \_\_\_\_\_

To Whom It May Concern:

The following student has enrolled in the Hoosic Valley Central School District. Please forward all school records by fax; include all Academic, Attendance, Cumulative Health, Psychological, Special Education (*transfer on IEP Direct if applicable*) and any other pertinent information.

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Previous School: \_\_\_\_\_ Grade: \_\_\_\_\_

School Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ Fax #: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**Please fax all for information for students to:**

**Grades K-6:**

Cori Kinnicutt – School Secretary  
Hoosic Valley Elementary School  
22 Pleasant Avenue Schaghticoke, NY  
12154  
518-753-4458 x3506  
Fax: 518-753-7576  
ckinnicutt@hoosicvalley.k12.ny.us

**Grades 7-12:**

Jill Anderson – Guidance Secretary  
Hoosic Valley Jr. Sr. High School  
1548 Route 67  
Schaghticoke, NY 12154  
518-753-4458 x2507  
Fax: 518-753-4151  
[janderson@hoosicvalley.k12.ny.us](mailto:janderson@hoosicvalley.k12.ny.us)

**Special Education:**

Lisa Foster - CSE Secretary  
Hoosic Valley Jr. Sr. High School  
1548 Route 67  
Schaghticoke, NY 12154  
518-753-4458 x2509  
Fax: 518-659-3942  
lfoster@hoosicvalley.k12.ny.us