

Cold Spring Harbor High School
Counseling Center
82 Turkey Lane
Cold Spring Harbor, NY 11724
Phone: 631-367-6840 Fax: 631-692-7096

Request for School Records

To: Guidance Department (of the most recent school this student is attending or has attended)

School: _____

Street: _____

Town, State, Zip _____

Dear Sir or Madam,

I have registered my son/daughter _____ in grade _____ to begin school on _____ at Cold Spring Harbor High School. Please forward the following information to Cold Spring Harbor at the address below as soon as possible:

- All standardized test results
- Scholastic records including: completed courses with FINAL grades and high school credits granted
- Report card to date for the current academic year
- School profile with explanation of the grading system
- Explanations of abbreviations of course titles
- Grades of all Regents exams taken (New York State only)
- Copies of Science laboratory reports for Regents courses in progress
- Medical records – all immunization data
- Attendance records – number of days absent and number of days late for each of grade 9 to 12
- Please be kind enough to send all New York State Testing records at your earliest convenience. **Our fax number is: 631-692-7096.**

Thank you very much for your kind assistance.

Please mail the requested information to:

Mr. Greg Sloan
Cold Spring Harbor High School
82 Turkey Lane
Cold Spring Harbor, NY 11724

Parent's Signature

Note to Parents: Please turn in this form today to Cold Spring Harbor Counseling Center. It will be mailed by the Counseling Center to the Guidance Department of the school your child is leaving.