

**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 special education documents.

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

Contact email address:

**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: