

**East Hampton Union Free School District
Central Registration Office**

**4 Long Lane
East Hampton, NY 11937
Telephone: (631) 329-4145
Fax: (631) 329-3088**

Date: _____

To Whom It May Concern:

_____ was recently enrolled in our school district. It is my understanding that he/she was a _____ grade student in your school prior to moving to our district.

I would appreciate you forwarding to me the following information regarding this student where applicable:

Scholastic Records, Written Science Laboratory Reports, Standardized Test Data, Attendance Records, Health Records, Psychological Reports, Special Education Documentation, IEP's and Psychologicals (social histories/medical evaluations) and Reading Level/Reading Assessment Scores/Non-Mandated Services.*

Any additional comments and/or information you feel would be of assistance in the proper placement of this student would be sincerely appreciated.

Sincerely,



Cindy Allentuck
Director of Pupil Personnel Services
and Central Registration

*Necessary for high school students taking Regents examinations in science courses to credit toward earning a NYS Regents Diploma.

I hereby agree to have the above information sent to the East Hampton School District at the following address:

_____ John M. Marshall Elementary School
Attn: Student Records
3 Gingerbread Lane
East Hampton, NY 11937 (Fax #: 631-329-4157)

_____ East Hampton Middle School
Attn: Student Records
76 Newtown Lane
East Hampton, NY 11937 (Fax #: 631-329-4187)

_____ East Hampton High School
Attn: Guidance Department
2 Long Lane
East Hampton, NY 11937 (Fax #: 631-329-4183)

UR
Parent/Guardian Signature

02/25/2016
Date

**East Hampton Union Free School District
Central Registration Office**

**4 Long Lane
East Hampton, NY 11937
Telephone: (631) 329-4145
Fax: (631) 329-3088**

Re: Transferring Student

Name: _____

Date:

To Whom It May Concern:

Please be advised of the New York State Education Department regulations regarding Regents science course requirements:

"In order to take a Regents examination in any of the sciences, a student must complete 1200 minutes of actual hands-on (not simulated) laboratory experience with satisfactory documented laboratory reports. The 1200 minutes of laboratory experience must be in addition to the required classroom instruction associated with earning a unit of credit."

To fulfill the New York State requirement and sit for a Regents examination in a science course, written reports are required for documentation of the time spent in science laboratory activities.

Please send this student's written laboratory reports to the East Hampton Union Free School District address above so this student can become eligible to sit for the Regents examinations in the science courses this student has taken in high school.

Thank you for your cooperation, attention and time to this matter.

Sincerely,



Cindy Allentuck
Director of Pupil Personnel Services
and Central Registration

Note to sending school administrator: Please give this letter to the former school counselor, science teacher, or whoever is in possession of high school written science laboratory reports of the above named student.

Signature Certificate



Document Reference: 3MHEN9J8U5HRIAR55KJY7Z

RightSignature
Easy Online Document Signing



Vince Re

Party ID: 9BX6BBIY4K8KKCRDVI47PG

IP Address: 100.37.154.63

VERIFIED EMAIL: vince@therefamily.net

Electronic Signature:

VR

Multi-Factor
Digital Fingerprint Checksum

cc30925c5f4ca2f1a51a2c640a2f472ce1cef60c



Timestamp

2016-02-25 09:26:50 -0800

2016-02-25 09:26:50 -0800

2016-02-25 09:26:12 -0800

2016-02-25 09:26:11 -0800

Audit

All parties have signed document. Signed copies sent to: Vince Re.

Document signed by Vince Re (vince@therefamily.net) with drawn signature. -
100.37.154.63

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Document created by Vince Re (vince@therefamily.net). - 100.37.154.63



This signature page provides a record of the online activity executing this contract.