

**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)

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

\_\_\_\_\_  
Date

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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.