



The Seton Schools

Seton Academy

23 St. Charles Street, Plattsburgh, NY 12901
(518) 825-7386
www.seton-academy.net

Seton Catholic Central

206 New York Road, Plattsburgh, NY 12903
(518) 561-4031
www.setoncatholic.net

Records Request

To:

.....
Name of Previous School

.....
Name of Previous School District

.....
Date

From: Seton Academy Seton Catholic Central

Re: Request for School Records

The following student has registered to attend The Seton Schools. Please forward all academic, attendance, psychological testing, special education and health records you have pertaining to him/her. Please include grading key and lowest passing grade. Thank you for your assistance.

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Student's First Name

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Last Name

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Grade

.....
Date of Birth

.....
Parent or Guardian Name

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Parent or Guardian Signature

Please note: As of September 1980, Federal Law 99.31 specified that no parental signature is required for educational records to be released to another educational institution.

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Requested by: For Seton Schools office use

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Name

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Title

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Signature

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Date