



Readington Middle School / Mr. Timothy Charleston, Principal

P.O. Box 700 • 48 Readington Road • Whitehouse Station, NJ 08889 • (908)534-2113 • (908) 534-6802 fax

Dear Principal,

_____ has entered Grade _____ in our school. In order to better serve the needs of this student, we would appreciate having the following information:

1. Cumulative record folder
2. Health folder
3. Child Study Team record folder
4. Teacher's evaluation in addition to report card
5. Transfer card

Any additional information not listed here which is available would be appreciated.

Sincerely,

Mr. Timothy Charleston
Principal

Authorization for Transfer of School Records

I hereby give permission to _____
(School Name)

(School Address & Phone Number)

to forward to Readington Middle School the information that has been requested above.

Date

Parent's Signature