

**CALDWELL-WEST CALDWELL PUBLIC SCHOOLS  
JAMES CALDWELL HIGH SCHOOL  
GUIDANCE DEPARTMENT**

265 Westville Avenue  
West Caldwell, NJ 07006  
Phone (973)228-6981  
Fax (973)226-9236

**RECORD RELEASE AUTHORIZATION INCOMING STUDENT**

Confidentiality laws require the sending school to have your permission before releasing student records and other related information. Please complete this form so that we may obtain all necessary paperwork without undue delay. Please note: Under state & federal law (N.J.S.A. 18A36-19a and N.J.A.C. 6.5(c)10iv) the school district “must provide to the receiving district all information in the student’s record related to disciplinary actions.”

I, \_\_\_\_\_ hereby give permission to:  
(Parent / Guardian Full Name)

\_\_\_\_\_  
(Name of School)

\_\_\_\_\_  
(Full Address of School)

to release all student records for my child including current and previous grades and test scores, discipline records including current and previous grade information, health records, child study team records or 504 Accommodations (if applicable), and NJ Smart # (if applicable) to James Caldwell High School.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This information is needed to enroll this student in James Caldwell High School. Please mail or fax these records to:

Guidance Department  
James Caldwell High School  
265 Westville Avenue  
West Caldwell, NJ 07006  
Fax: (973)226-9236

Thank you,

Lisa Blackman  
Supervisor of Guidance