



# Sparta Township Public Schools

## Commitment to Education

### REQUEST FOR TRANSFER OF RECORDS

Former School Name

Student's Grade

Student's Date of Birth

Former School Address

School Phone Number

City, State, Zip Code

School Fax Number

Contact at Former School

Contact Email Address

As the Parent/Guardian of \_\_\_\_\_, I am authorizing **the school listed below** to request all academic and health records for my child from **the school listed above**.

The above student has enrolled in our school. Please send all school records to the school checked below. **Please include:**

- **Transfer Card** (w/ State SID if from NJ)
- **Transcripts**
- **Report Cards**
- **Current Schedule** (w/ grades at time of leaving)
- **Standardized Test Scores**
- **Special Services Records**
  - IEP, 504, RTI/I&RS, ESL, & Evaluations/Assessments
  - **If your child has an IEP, please click this [link](#) & complete form!**
- **Health Records**
- **Conduct/Discipline**
- **Teacher Recommendations**

Thank you for your prompt attention to this matter.

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> <b>Alpine Elementary School</b> (PreK - 2)<br>Attn: Joelle Geddie, Registrar<br>151 Andover Road<br>Sparta Township, NJ 07871<br>(973) 729-3107 x 5504<br>joelle.geddie@sparta.org | <input type="checkbox"/> <b>Mohawk Avenue School</b> (Gr. 3)<br>Attn: Kelly Neglia, Registrar<br>18 Mohawk Avenue<br>Sparta Township, NJ 07871<br>(973) 729-1289 x 6418<br>kelly.neglia@sparta.org            | <input type="checkbox"/> <b>Helen Morgan School</b> (Gr. 4 - 5)<br>Attn: Julie Tantillo, Registrar<br>100 Stanhope Road<br>Sparta Township, NJ 07871<br>(973) 729-5770 x 4410<br>julie.tantillo@sparta.org |
| <input type="checkbox"/> <b>Sparta Middle School</b> (Gr. 6 - 8)<br>Attn: Nichole Reed, Registrar<br>350 Main Street<br>Sparta Township, NJ 07871<br>(973) 729-1491<br>nichole.reed@sparta.org              | <input type="checkbox"/> <b>Sparta High School</b> (Gr. 9 - 12)<br>Attn: Cheryl Aduabato, Registrar<br>70 W Mountain Road<br>Sparta Township, NJ 07871<br>(973) 729-5150 x 2222<br>cheryl.aduabato@sparta.org | <input type="checkbox"/> <b>Special Services</b><br>Attn: Tracey Bouma<br>70 W Mountain Road<br>Sparta Township, NJ 07871<br>(973) 729-5150 x 2235<br>tracey.bouma@sparta.org                              |

Parent/Guardian Name (PRINT)

Parent/Guardian Name (SIGNATURE)

Date