



# Westford Public Schools

23 Depot Street  
Westford, MA 01886

phone 978.692.5560  
fax 978.399.4497

## TRANSFER OF RECORDS

Date: \_\_\_\_\_

Name of Former School: \_\_\_\_\_

Address, City and State of Former School: \_\_\_\_\_

Phone/Fax Number of Former School: \_\_\_\_\_

Entering Grade: \_\_\_\_\_

Nabnasset  
School  
(K-2)

Rita Miller  
School  
(K-2)

Robinson  
School  
(K-2)

Day  
School  
(3-5)

Crisafulli  
School  
(3-5)

Abbot  
School  
(3-5)

Stony Brook  
School (6-8)

Blanchard  
Middle School  
(6-8)

Westford  
Academy  
(9-12)

I give permission for the \_\_\_\_\_ School District to transfer a complete  
*(Name of last School District)*

school record for my son/daughter, \_\_\_\_\_, grade \_\_\_\_\_, date of birth  
(mm/dd/yyyy) \_\_\_\_\_, to Westford Public Schools. Written records should include, but are not  
limited to:

- Cumulative file (may include standardized test results, report cards, previous enrollment documents, attendance, record of instructional interventions)
- Health Records

If applicable:

- Special Education documents (referral, eligibility, past & current IEPs)
- 504 Accommodation Plan
- Discipline Records (any incidents involving suspension or criminal act)

Additional information may be obtained by verbal interaction between Westford Public Schools and the sending school district.

Records from the sending district should be sent to:

**Westford Public Schools**  
**Attention: Student Records**  
23 Depot Street  
Westford, MA 01886  
[businessoffice@westfordk12.us](mailto:businessoffice@westfordk12.us)  
Fax: 978-392-4497

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

\_\_\_\_\_  
Date

**SHAPING THE FUTURE ONE CHILD AT A TIME**