

**Harwood Union Middle/High School  
School Counseling Office**

458 VT Route 100  
South Duxbury, Vermont 05660  
(802) 244-5186/(802)-882-1115  
Guidance Department Fax: (802) 882-1177  
School Code: 460-263

Lisa Lemieux, School Counselor  
Tara Cariano, School Counselor

Jane Dudley, School Counselor  
Monique Lafley, Administrative Assistant

**Release of Records**

Date:

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

Re: \_\_\_\_\_ (Student's name)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOB: \_\_\_\_\_

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

School's Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

The above named student, who has been a pupil at your school, has registered for a program of studies at Harwood Union High School, South Duxbury, Vermont.

Would you kindly forward to us an official transcript, grades, credits earned, test information (include special ed., IEP's, 504 accommodations, ACT 117 records, if applicable), and other pertinent reports of this student's school record. **Please include Health Record.**

If transferring after the start of a new marking period, please include grades-to-date in each course at the time of departure from your school.

Thank you.

Sincerely,

Monique Lafley  
Administrative Assistant/School Counseling

I hereby give my permission to forward all school records of the above named student to Harwood Union High School.

\*\* \_\_\_\_\_  
Signature of parent or guardian, or student if 18 years of age.

\*\*Note: Federal Law 99.31, 1-78 = No parent signature required for educational records sent to another educational agency.