



Raymond J. Grey Junior High School
16 Charter Road, Acton Massachusetts 01720-2995
Craig Hardimon, Principal

Acton-Boxborough Regional School District
(978) 264-4700 Fax (978) 266-2535

Previous School Address: _____

To Whom It May Concern:

_____ has enrolled in grade ____ at
RJ Grey Junior High School. Please forward any and all records pertaining to the
above student, including, but limited to the follow:

- Academic Transcripts
- Cumulative Folder
- Standardized Test Results (MCAS if applicable)
- Disciplinary Records
- Attendance Record
- Special Education Records (Assessments and IEP)
- Other: _____

If there is any further information in your possession which might assist us in making the
student's transfer a smooth one, we would appreciate your forwarding it to us.

Thank you for your cooperation.

Sincerely,

Stephen H. Hitzrot
Counseling Department Chairperson

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I hereby authorized the release of the information requested above to :

RJ Grey Junior High School
Attn: Anne Spalding, Counseling Department
16 Charter Road
Acton, MA 01720

Signature Authorizing Release of Records

Relationship to Student

Date