



CATHOLIC SCHOOLS OFFICE

Diocese of Springfield

65 ELLIOT STREET

P.O. BOX 1730

SPRINGFIELD, MA 01102-1730

TELEPHONE: 413.452.0830 FACSIMILE: 413.452.0555



REQUEST FOR STUDENT RECORDS

PLEASE PRINT

Name of Student

Date of Birth

Address at Time of School Attendance

Current Address

Email Address

Telephone Number

Name and Address of School Attended

Years of Attendance

Graduation Date

RELEASE OF RECORDS STATEMENT

I, _____, authorize the Catholic Schools Office to release all school records of the above named student to:

Name and Address of Receiving School

School Telephone

FAX

Email Address

Requested by

Date Submitted

Signature

Printed Name

Relationship to Student

Complete this form and return it to the Catholic Schools Office, attention Jane Nowak, at:

(Mail) 65 Elliot Street, PO Box 1730, Springfield, MA 01102-1730

(FAX) 413-452-0555

(Email) j.nowak@diospringfield.org