

**City School District of Albany  
Albany, NY**

**Request for Records**

The following student(s) has/have enrolled in our school.  
I give permission for the release of information concerning my children:

Student \_\_\_\_\_ Grade \_\_\_\_\_ DOB \_\_\_\_\_

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

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

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

**Please send records to:**

✓ SCHOOL	ADDRESS	PHONE/FAX	CONTACT
Central Registration Office	Sunshine School Lincoln Park Albany, NY 12202	P: 518-462-7207 F: 518-462-7193	Laura Hamlin
Albany High School	700 Washington Avenue Albany, NY 12203	P: 518-454-3987 ext. 961 F: 518-462-7173	Nancy Coshun
Albany School of Humanities	108 Whitehall Rd. Albany, NY 12209	P: 518-462-7258 F: 518-462-7265	Rosalyn Wallace
Arbor Hill Elementary	1 Arbor Dr. Albany, NY 12210	P: 518-462-7165 F: 518-462-7344	Robert White
Giffen Elementary	274 S. Pearl St. Albany, NY 12202	P: 518-462-7176 F: 518-462-7134	Maxine Fantroy-Ford
Montessori Magnet School	65 Tremont St. Albany, NY 12205	P: 518-475-6675 F: 518-475-6677	Kathleen Mrozak, Ed. D.
Schuyler Achievement Academy	676 Clinton Ave. Albany, NY 12206	P: 518-427-2320 F: 518-463-0355	Dorinda Davis
Sheridan Preparatory Academy	400 Sheridan Ave. Albany, NY 12206	P: 518-427-2340 F: 518-463-0799	Jeremiah Spicer
Thomas O'Brien Academy of Science and Technology	Lincoln Park Albany, NY 12202	P: 518-462-7262 F: 518-462-7152	Rachelle Salerno, Ed. D.
PS #16	141 Western Ave. Albany, NY 12203	P: 518-462-7230 F: 518-462-7237	Vibetta Sanders
PS #18	75 Park Ave. Albany, NY 12202	P: 518-462-7238 F: 518-462-7252	TBA
PS #19	369 New Scotland Ave. Albany, NY 12208	P: 518-462-7242 F: 518-438-5367	Gregory Jones
North Albany Academy	570 N. Pearl St. Albany, NY 12204	P: 518-475-6800 F: 518-475-6802	Dale Getto
Eagle Point Elementary School	1044 Western Ave. Albany, NY 12203	P: 518-475-6825 F: 518-475-6827	Kathleen Brown
Hackett Middle School	45 Delaware Ave. Albany, NY 12202	P: 518-462-7144 F: 518-462-7161	Guidance Office
Philip Livingston Magnet Academy	315 Northern Blvd. Albany, NY 12210	P: 518-462-7154 F: 518-465-6530	Guidance Office
Stephen & Harriet Myers Middle School	100 Elbel Court Albany, NY 12209	P: 518-475-6425 F: 518-475-6427	Guidance Office

**Please include student transcripts, report cards, standardized test scores, cumulative health records, attendance records, NYS Regents Science Labs, psychological evaluations (if applicable), and any special education records, including most recent IEP (if applicable).**