



Gersh Academy Request for Release Student Information

Please note that records are only retained up to 7 years post-graduation or until age 29, whichever occurs first

Client Name

Client Date of Birth

Name and Relationship of Requestor

Contact Information for Requestor

Purpose of Requested Information

Dates of Information Requested (from and to)

Please check which records are being requested:

Educational Records:

IEP

Annual Reviews

Progress and Report Cards

Transcripts

Copy of Diploma

Related Services or Behavioral Records

Incident Reports

Occupational Therapy Notes

Speech Therapy Notes

Physical Therapy Notes

Counseling Notes

BCBA Session Notes

Please note how you would like to receive your requested information:

Date:

Signature: _____

Forms should be downloaded and signed by hand, then emailed to

StudentRecords@GershAcademy.org