

The Lorge School
353 W. 17th Street, New York, NY 10011

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353 W. 17th Street, New York, NY 10011

T: (212) 929-8660 F: (212) 989-8249

admissions@lorgeschool.org

I authorize The Lorge School, located at 353 W. 17th Street, New York, NY 10011, to **request and obtain** my child's records including school records, related service records, and psychiatric records. I give my permission for The Lorge School Intake Personnel below to **discuss** these records with you.

STUDENT NAME: _____ DOB: _____

NYCID: _____

I understand that I may withdraw permission for the release of information at any time. I will inform the school in writing if I wish to withdraw my permission.

PARENT OR GUARDIAN CONSENT:

Signature of Parent Guardian: _____

Printed Name of Parent Guardian: _____

Date: _____

Please forward all records listed for the above named student at your earliest convenience.

Thank you for your assistance,
The Lorge School Intake Personnel

Printed: _____ Signed: _____ Date: _____

Email Address: _____

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RECORDS RELEASE POLICY

To Parent/Guardians:

Pursuant to the regulations governing accessibility/confidentiality of your child's educational/ clinical records, please be advised of the following:

1. Your child's records at The Lorge School are available for your review between the hours of 10:00AM – 2:00PM daily or by special appointment. We request, however, that you give Lorge at least 3 days notice so we may schedule the appropriate person(s) to assist you.
2. Lorge will not disclose information contained in the records without prior written consent of the parent/guardian or the student except as permitted by law.
3. Lorge does maintain a record of request for disclosure made from the education records of all students and this list is available for your examination.
4. All parents/guardians or eligible students have the right to seek correction of our records through request to amend the record and/or a hearing. All parents/guardians and eligible students have the right to place a written rebuttal against any information in the record.
5. Procedures regarding disputed material and/or the destruction of material are available at The Lorge School.
6. There will be no charge to the parent/guardian or eligible student to search, retrieve, or to make copies of the records.

Student: _____ DOB: _____ OSIS: _____

PARENT OR GUARDIAN CONSENT:

Signature of Parent Guardian: _____

Printed Name of Parent Guardian: _____

Date: _____