

MOORESTOWN TOWNSHIP PUBLIC SCHOOLS

Roberts Elementary School, 290 Crescent Avenue

Moorestown, New Jersey 08057

(856) 778-6635

FAX (856)778-4426

*Mr Brian Carter
Principal*

REQUEST FOR RECORDS

ATTENTION: _____

Our school has enrolled _____ in grade _____ for
the _____ school year.

In order to make the appropriate placement, may we please have academic reports,
records, achievement test score results, health records, discipline records, and any
additional information sent to the address below:

Mary E. Roberts Elementary School
290 Crescent Avenue
Moorestown, N.J. 08057

We appreciate your prompt attention to the request in order that we may best serve the
needs of this student.

Thank you for your cooperation.



I give permission for my child's records to be transferred to Roberts Elementary School.

Parent/Guardian Signature