



Main Office

260 Cottage Street Suite A
Littleton, NH 03561
Phone: (603) 444-1535
Classroom: (603) 444-1671
Fax: (603) 444-9843

Lancaster Site

4 Mayberry Lane
Lancaster, NH 03584
Phone: (603) 788-2805
Fax: (603) 788-2729

**2024 - 2025 School Year
RELEASE OF INFORMATION FORM**

Name of Student: _____

Date of Birth: _____

Parent / Guardian Name: _____

Mailing Address: _____

Residence Address (if different): _____

Information Requested:

Transcripts of courses, grades

Standardized Test Results

Health Records

Psychological Evaluation

Attendance/Infraction

Individual Educational Programs (IEP)

504 Plan

Other (specify) _____

Permission to send / receive records:

I _____ Parent/Guardian of _____, give
_____ permission to release the checked documentation listed above to
North Country Charter Academy.

Date: Signature of Parent / Guardian / Student (if 18 or over)

Please send the records to:
Kim Spaulding, Administrative Assistant / Registrar
kspaulding@nccharteracademy.org or Fax: 603-444-9843

- Parental permission is no longer required when records are requested by authorized personnel. (see Family Education Rights and Privacy Act 34 CFR § 99.31). Reasonable attempt shall be made to notify parents of the transfer of records.

(Revised 6/3/24)