



MOUNT LAUREL TOWNSHIP SCHOOLS  
MOUNT LAUREL, NEW JERSEY

RECORDS REQUEST FORM

Administration Offices  
330 Mount Laurel Road  
Mount Laurel, NJ 08054

Phone 856-235-3387  
FAX 856-235-1837

To: \_\_\_\_\_  
Name of student's former school

\_\_\_\_\_  
Street address of former school                      City                      State                      Zip

Dear Principal:

Former student(s) of your school (names listed below) have enrolled in our district as of the following date \_\_\_\_\_.

Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Name: \_\_\_\_\_ Grade: \_\_\_\_\_  
Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Please forward **all student records (including health and discipline records)** to the school(s) checked below:

Countryside Elementary School, **Grades k-4**  
115 School House Lane  
Mount Laurel, NJ 08054

Fleetwood Elementary School, **Grades k-4**  
231 Fleetwood Avenue  
Mount Laurel, NJ 08054

Hillside Elementary School, **Grades k-4**  
1370 Hainesport/Mt Laurel Rd  
Mount Laurel, NJ 08054

Larchmont Elementary School, **Grades k-4**  
301 Larchmont Boulevard  
Mount Laurel, NJ 08054

Parkway Elementary School, **Grades k-4**  
142 Ramblewood Parkway  
Mount Laurel, NJ 08054

Springville Elementary School, **Grades k-4**  
520 Hartford Road  
Mount Laurel, NJ 08054

Hartford Upper Elementary School, **Grades 5-6**  
397 Hartford Road  
Mount Laurel, NJ 08054

Thomas Harrington Middle School, **Grades 7-8**  
514 Mount Laurel Road  
Mount Laurel, NJ 08054

**Special Education Records maybe transferred through Frontline if applicable.**

Child Study Team  
Mount Laurel Township School District  
c/o Larchmont Elementary School  
301 Larchmont Boulevard  
Mount Laurel, NJ 08054

Parent/Guardian signature below indicates permission to release all records.

\_\_\_\_\_ Date: \_\_\_\_\_