

NISKAYUNA CENTRAL SCHOOL DISTRICT



REGISTRAR'S OFFICE  
1239 VAN ANTWERP RD • NISKAYUNA, NEW YORK 12309  
PH (518) 377-4666 extension 50714 FAX (518) 377-4074  
Registrar: Joan M. Vertigan  
E-mail [jvertigan@niskyschools.org](mailto:jvertigan@niskyschools.org)

Today's Date:

Expected Start Date at Niskayuna School:

**RE: Student's Name:**

**Grade:**

I hereby request and authorize (Please write School from which you are transferring, Street Address, City, State and Zip):

to send the following information to Niskayuna Central Schools:

1. Academic Records (transcript of grades, including current
2. grades from last marking period to date of withdrawal)
3. Standardized test results (please include Competency testing if student
4. is coming from another New York State school)
5. Health and Immunization records
6. Birth Certificate
7. Other

Signature of Parent/Legal Guardian:

Please send the information listed above to:

Niskayuna School  
Joan M. Vertigan, Registrar  
Niskayuna Central School District  
1239 Van Antwerp Road  
Niskayuna, NY 12309-5317