



Port Jefferson School District

Transfer/Discharge Notice

Edna Louise Spear Elementary School
500 Scraggy Hill Road
Port Jefferson, N.Y. 11777

Port Jefferson Middle School
350 Old Post Road
Port Jefferson, N.Y. 11777

Earl L. Vandermeulen High School
350 Old Post Road
Port Jefferson, N.Y. 11777

Date: _____ Name of Student: _____

Date of Birth: _____ Grade: _____ Student ID#: _____ Leave Code: _____

Reason for discharge: _____

**Name and address of school student is transferring to:
(Records will not be sent until all fines have been satisfied)**

New Address/ Phone Number

Parent confirms that all textbooks and school materials have been returned to the school.

Parent/Guardian Signature: _____ Date: _____

Registrars signature: _____ Date: _____

cc: Attendance, Guidance, Health, Central Registration, DDC Office

