



Lackawanna City School District

Keith E. Lewis
Superintendent of Schools

McKinley School Administrative Offices
245 South Shore Boulevard
Lackawanna, New York 14218
Phone: 716.821.5610 Fax: 716.821.5625

Request for Records

Name: _____

Phone Number: _____

Maiden and/or Other Name: _____

Date of Birth: _____

Did You Graduate from Lackawanna?

- Yes, Year Graduated _____
 No

Records Requested:

- Permanent Records/Transcripts
 Immunization Records
 Other _____

Requested By (if different from above): _____

Records to be Sent To: _____

Signature: _____

Return Request Form To: Superintendent's Office
Lackawanna City School District
245 South Shore Boulevard
Lackawanna, NY 14218

Or Fax: 716-821-5625

****Proof of identity must be submitted at time of request for all records. If you are requesting records for an individual other than yourself, you must submit a signed release from that individual, including proof of identity, or proof of Power of Attorney.***