



REQUEST FOR SCHOOL RECORDS
PD 407-169 (Rev. 08-19)

CAS – 16

Character Assessment Section
235 E. 20th St.
New York, N.Y. 10003

List # _____

Exam # _____

Date: _____

To Whom It May Concern:

Pursuant to the written communication below, it is requested that the New York City Police Department be furnished information contained in the school records of the student named below who is a candidate for appointment to this Department.

Specifically, it is requested that the information requested on the reverse side of this letter, including any pertinent comments from former teachers or other school personnel, be furnished as it appears on your records.

Your prompt attention to this matter will be appreciated.

Sincerely,

Investigator, Squad #

AUTHORIZATION

I hereby authorize the release of any and all information contained in my school records or known to school personnel and that such information and/or records be disclosed, furnished to, and/or examined by the New York City Police Department for the purpose of determining my eligibility for appointment to the New York City Police Department. This Authorization shall remain in effect until canceled by me in writing.

I acknowledge by this authorization that I release you from any obligation or liability in the disclosure of the contents of such files and the professional observations or opinions contained therein.

Full Name – Printed

Candidate's Signature

Date Of Birth: _____

Attended School From: _____

To: _____

Social Security Number: _____ - _____ - _____

Candidate Name: _____ Social Security Number: _____

Dates Of Attendance: _____ to _____ Day / Evening

Degree, Diploma, Or Certificate Received: _____

Previous School: _____

School Transferred To, If Any: _____

Truant, Lateness, Disciplinary Record: _____

Home Address: _____

Date Of Birth: _____ Place Of Birth: _____

PERSONALITY RATINGS – CHARACTER TRAITS

Please check applicable box for overall rating in each category.

	POOR	FAIR	GOOD	EXCELLENT
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Courtesy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EXPLANATION OF TERMS

DEPENDABILITY: Student has a sense of duty, tries harder by himself, meets obligations promptly, and is trustworthy.

COOPERATION: Student serves the school, teachers, fellow students, and works together with others to improve the group.

COURTESY: Student has good manners, is considerate in dealing with others, and is obliging and disciplined.

APPEARANCE: Student has good posture, neat habits about person, property, and work, and is neat in dress.

Is there any disciplinary record or other confidential information on file? Yes or No _____. If there is, please elaborate below or if you would prefer to have the investigator contact you personally, please indicate below.

School Representative

Title

Telephone Number

Date