



**This form is to be completed only by  
students that do not attend the Westwood Public Schools.**

<b>SCHOOL RECORD</b>
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The principal or teacher in charge of the school last attended by the minor (or where he or she is currently attending) should complete the following. G.L. 149, §§87, 88.

Name of Minor:		
Minor's Date of Birth:		
Minor's Address:		
School Now Regularly Attended:		
School Address:		
Grade Last Completed:		
Studies Pursued in Completion Thereof:		
Number of Days in Attendance During the 12 Months Preceding The Date of Application for this Record:		
Number of Days of Attendance After Obtaining 13 Years of Age (at least 130 days are required by law):		
Date of Application for this Record:		
Name of Parent, Guardian, Custodian:		

The forgoing information is in accordance with the facts as shown on the records of this school.

Name of Principal or Teacher in Charge: \_\_\_\_\_

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

**Important Information for School Officials:** This school record must not be issued or accepted unless the minor named hereon can meet the requirements for completion of the sixth grade of the public schools of the city or town in which he or she resides. G.L. c. 76, §1. Furthermore, all students between 6 and 16 years of age must attend school, with the following exceptions:

- 1) 14 and 15 year-olds who have completed the 6th grade and hold a permit for employment in private domestic service or service on a farm for 6 hours per day;

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- 2) 14 and 15 year-olds who have completed the 6th grade and have the written permission of the superintendent of schools to engage in non-wage earning employment at home; and
- 3) a child over 14 who holds a permit for employment in a cooperating employment.

**Unless a student fits in one of these three categories, he or she is required to attend school until age 16.** Students between the ages of 14 and 16 may work, but unless they fall within one of the three categories, they must also attend school.

A copy of this record must be forwarded to the Superintendent of Schools of the town or city in which the applicant resides.

The receipt of a copy of a school record by the Superintendent of Schools constitutes a notice that the minor named thereon has left school. The Superintendent of Schools, or school attendance officers, should ascertain that said child is regularly and lawfully employed, or that he or she returns to school.

The copy of the record received directly from the school by the Superintendent of Schools is to be returned, signed as directed below, to the principal or teacher in charge of that school upon the issuance of an employment certificate. This constitutes notice to the principal that the minor has entered employment and may be discharged to enter employment until this notice has been received back by the principal. The original application, including the original school record, presented by the minor is to be retained in the files of the office from which the employment certificate is issued until the minor reaches the age of 18.

Employment Permit issued: \_\_\_\_\_  
Date

By: \_\_\_\_\_  
Superintendent of Schools