



# Warren Township Schools

Shining Brighter Every Day

## Student Transfer Request

OFFICE OF THE SUPERINTENDENT  
Dr. Matthew A. Mingle, Superintendent  
(908)753-5300

BOARD OFFICE  
Mrs. Patricia Leonhardt  
School Business Administrator  
(908)753-5300

ANGELO L. TOMASO ELEM. SCHOOL  
Mrs. Christine Smith, Principal  
46 Washington Valley Road  
Warren, New Jersey 07059  
(908)753-5300

CENTRAL ELEMENTARY SCHOOL  
Mrs. Alison Tugya, Principal  
109 Mt. Bethel Road  
Warren, New Jersey 07059  
(908)753-5300

MT. HOREB ELEMENTARY SCHOOL  
Mr. Scott Cook, Principal  
80 Mt. Horeb Road  
Warren, New Jersey 07059  
(908)753-5300

WOODLAND ELEMENTARY SCHOOL  
Mr. Jeffrey Heaney, Principal  
114 Stirling Road  
Warren, New Jersey 07059  
(908)753-5300

WARREN MIDDLE SCHOOL  
Mr. Robert Comba, Principal  
100 Old Stirling Road  
Warren, New Jersey 07059  
(908)753-5300

SPECIAL SERVICES  
Mrs. Candida Hengemuhle, Dir. of Special Services  
Mrs. Shannon Sharkey, Supv. of Special Education  
213 Mt. Horeb Road  
Warren, New Jersey 07059  
(908)753-5300

CURRICULUM OFFICE  
Mr. Wm. Kimmick, Curriculum Coordinator  
Mrs. Stacey Hann-Modugno, Curriculum Supv.  
100 Old Stirling Road  
Warren, New Jersey 07059  
(908)753-5300

Dear Principal:

A student, \_\_\_\_\_, from your school enrolled in Grade \_\_\_\_\_ in our district on \_\_\_\_\_.

For us to make a proper placement, we request that you forward all relevant information to us from the child's cumulative records including:

\_\_\_\_\_ SID #

\_\_\_\_\_ Transfer

\_\_\_\_\_ Final grades for the last two years and this year (if applicable)

\_\_\_\_\_ Portfolio assessments

\_\_\_\_\_ Health and immunization records

\_\_\_\_\_ Ability and achievement test results

\_\_\_\_\_ Classified information (Send directly to Special Services)

Thank you for your attention to this request.

Sincerely,

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
School

\_\_\_\_\_  
Date