

REQUEST FOR RELEASE/TRANSFER OF SCHOOL RECORDS

TO: _____

Name & Address/City/State of Previous School

PHONE: _____

FAX: _____

Please forward the following official school records for the following student:

- | | |
|---|---|
| 1. High School Transcripts
(All Courses Completed/Credits Due) | 5. Standardized Test Scores |
| 2. Report Cards | 6. Health Records (including Immunization Record) |
| 3. Withdrawal Grades | 7. Psychological Records |
| 4. OGT/Achievement Test Results/Scores | 8. Attendance Records |
| | 9. Explanation of Grading System |

Student Name: _____

Student Birth Date: _____

Current Grade: _____

This student has been in a special education program. Please **FAX TODAY** the multifactor evaluation team report (MFE), I.E.P., and all evaluations (speech, educational, psychological, etc.) relative to placement.

Is this student currently under any type of suspension / expulsion? No Yes

Dates / Reason: _____

Date: ____/____/____

Official Signature Parent Guardian Registrar

Please forward these records to the following school:

Norwood View Elementary School (K-6)
5328 Carthage Avenue
Norwood, Ohio 45212
Phone (513) 924-2610 Fax (513) 396-5527

Williams Avenue Elementary School (K-6)
2132 Williams Avenue
Norwood, Ohio 45212
Phone (513) 924-2520 Fax (513) 396-5593

Sharpsburg Primary School (PS-2)
4321 Forest Avenue
Norwood, Ohio 45212
Phone (513) 924-2560 Fax (513) 396-5566

Norwood Middle School (7-8)
2060 Sherman Avenue
Norwood, Ohio 45212
Phone (513) 924-2700 Fax (513) 396-5537

Sharpsburg Elementary School (3-6)
4400 Smith Road
Norwood, Ohio 45212
Phone (513) 924-2600 Fax (513) 396-5528

Norwood High School (9-12)
2020 Sherman Avenue
Norwood, Ohio 45212
Phone (513) 924-2800 Fax (513) 396-5559

NOTE: According to the final regulations of the Family Educational Rights and Privacy Act (Buckley Amendment 99:31) dated June 17, 1976, it is no longer necessary to obtain written consent of parents to release records to other educational institutions.

**Information contained herein subject to all provisions of Public Law 93-380, Section 513, "Family Educational Rights and Privacy Act of 1974"