



OTTAWA HILLS JUNIOR/SENIOR HIGH SCHOOL

Consent for Release of School Records

2532 Evergreen Rd., Ottawa Hills, OH 43606 Phone: 419-536-8047

Date: _____ Student's Name: _____

Grade: _____ Date of Birth: _____

I hereby authorize Ottawa Hills Junior/Senior High School to:

_____ Release information to _____ Release information from

Name of School: _____

Street: _____

City, State, Zip: _____

Please send the following information:

- √ Current high school transcript (high school only)
- √ Withdrawal grades
- √ Most recent class schedule
- √ Most recent report card
- √ Achievement and intelligence test scores
- √ Birth certificate and health/immunization records
- √ Psychological, speech, and/or social worker reports
- √ Attendance records
- √ Special Education records (IEP/ETR), if applicable
- √ Written Education Plan (WEP), if applicable
- √ 504 Accommodations Plan records, if applicable

Signature of Parent, Legal Guardian, or Self if Age 18

Date

Current address:

Forwarding address (if applicable):

This form is provided by Ottawa Hills High School for the purpose of transferring/obtaining a student's school records. By signing this request, a parent, legal guardian, or student over 18 years of age will expedite the transfer of records from one school to another for enrollment in that school.