



# Berkshire Local School District

Berkshire Board of Education (IRN #047167)  
14259 Claridon Troy Rd., P.O. Box 364, Burton, OH 44021  
440-834-3380, ext. 2101 440-834-2058 (Fax)

## REQUEST FOR RELEASE/TRANSFER OF STUDENT RECORDS

The student listed below previously attended your school district and has enrolled with Berkshire Schools on

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

Student is:    Open Enrolled to Berkshire Schools    Moved into District    Court Placed    District Resident Enrollment

Please include:

- Copy of certified birth certificate
- Medical/Immunization Records
- Transcript of courses, grades, credits **and/or** current Report card, Grades in progress
- Attendance Records
- Court documents relative to custody or name change, if applicable
- Discipline/Behavior Records
- Testing Records – including, but not limited to: State Testing Scores, Third Grade reading Guarantee Scores (for K-3 students), and SAT/ACT scores and dates
- IEP and ETR/504 Reports; Gifted Documentation; any Psychological Testing

Permission to release/transfer records is given below as defined by Public Law 93-380.

Thank you,

*Melissa Malkus*

Melissa Malkus, District Registrar  
melissa.malkus@berkshireschools.org  
(440) 834-3380 x2101

Previous School District Name:

Previous School Building Name:

Previous School Address:

Previous School Phone Number:

Fax Number:

Parent Guardian Signature:

Relationship:

Date: