

**ADMINISTRATIVE OFFICES**

3880 Ridge Road, Medina, Ohio 44256  
Phone: 330-239-1901 / Fax: 330-239-7344  
Akron: 330-686-1901 / Cleveland/Hinckley: 330-278-2727  
[www.highlandschools.org](http://www.highlandschools.org)



**RECORDS RELEASE/REQUEST FORM**

*(COMPLETE, PRINT AND BRING TO YOUR APPOINTMENT)*

*(Previous School Name)* \_\_\_\_\_  
*(Previous School Address)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
*(Previous School Phone #)* \_\_\_\_\_  
*(Previous School Contact Email)* \_\_\_\_\_

**Dear Registrar:**

\_\_\_\_\_, has enrolled in the \_\_\_\_\_ grade in the Highland School District.  
*(student name)* *(grade level)*

Please forward the following information:

- 1. Complete Student Records or Official Transcript.
- 2. Dates the student entered and left your school.
- 3. In-progress/withdraw grades.
- 4. Immunization/health records.
- 5. Group and individual psychological test records.
- 6. Special education records including medical, IEP and 504 (if applicable).
- 7. Multi-factored Evaluation Team Report (if applicable).
- 8. State Test Results including Ohio End of Course Exam Results.

High School Transfer Students (Middle School if applicable) need to also include:

- 1. Semester grades, including those earned in any other school.
- 2. Key to your grading system, including your numerical passing grade. Please designate honors courses.
- 3. The amount of credit per subject, including Physical Education and Health.

**Revisions in the Family Rights and Privacy Act indicate it is no longer necessary to obtain written consent to release records between schools. Please remit all paperwork to the school checked below.**

- |   |   |
|---|---|
| <input type="checkbox"/> Granger Elementary School, 1724 Wilbur Rd., Medina, OH 44256   | Ph. 330-239-1901, x2100 / Fax: 330-239-7379 |
| <input type="checkbox"/> Hinckley Elementary School, 1157 Ridge Rd., Hinckley, OH 44233 | Ph: 330-239-1901, x3100 / Fax: 330-239-7390 |
| <input type="checkbox"/> Sharon Elementary School, 6216 Ridge Rd., Wadsworth, OH 44281  | Ph: 330-239-1901, x4100 / Fax: 330-239-7391 |
| <input type="checkbox"/> Highland Middle School, 3880 Ridge Rd., Medina, OH 44256       | Ph: 330-2391901, x1201 / Fax: 330-239-7388  |
| <input type="checkbox"/> Highland High School, 4150 Ridge Rd., Medina, OH 44256         | Ph: 330-239-1901, x5201 / Fax: 330-239-7385 |

*Records transferred by authorization of this form will not be released to another person, school or agency other than the one listed above, without the written consent of the parent, guardian or legal age pupil.*

***I attest that I am the legal guardian of the above-named student, and I authorize the release of the above records and any other records requested by the new school of attendance.***

\_\_\_\_\_  
Parent/Guardian/Student (if over 18 years of age) Signature

\_\_\_\_\_  
Date