



## Alexander Local School District

Albany, OH 45710 740-698-8831 www.alexanderschools.org

District Office  
6091 Ayers Rd.  
fax 740 - 698-2038

Elementary  
6105 School Rd.  
fax 740-698-2137

Jr./Sr. High School  
6125 School Rd.  
fax 740-698-3614

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### ALEXANDER ELEMENTARY SCHOOL REQUEST FOR SCHOOL RECORDS

Name of Student \_\_\_\_\_ D.O.B. \_\_\_\_\_ Grade \_\_\_\_\_

Previous School & Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous School DISTRICT \_\_\_\_\_

The above student has enrolled in the Alexander Local School District. Please forward the following information:

1. birth Certificate
2. custody papers (if applicable)
3. attendance records
4. health records – immunizations/medications
5. all standardized test results, including OAT, OGT, ACT, SAT, PLAN, PSAT, if applicable
6. transcript/grade cards
  - ~ date of entry and withdrawal
  - ~ all subjects and grades to the date of withdrawal
  - ~ if grades are in letter form, please include a grading scale with explanation
7. psychological and/or special placement records
  - ~ any psychological and/or special placement information (special education classes, IEP, multi-factor Evaluation, Talented & Gifted information, Title I, drop-out prevention, etc)

**If records are housed elsewhere, please forward this request to appropriate office.**

Thank you for your cooperation.

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

\_\_\_\_\_  
Date of Request