



BERKSHIRE LOCAL SCHOOLS

14155 Claridon Troy Rd., Burton, OH 44021 • 440.834.3380 ext. 2101

REQUEST FOR RELEASE/TRANSFER OF STUDENT RECORDS

The student(s) listed below previously attended your school district and are enrolling with Berkshire Schools:

Student Name: _____ Date of Birth: _____ Grade: _____

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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
- RIMPs
- 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: _____

Parent/Guardian Print Name: _____

Maximizing each student's potential as an individual and as a responsible citizen

www.berkshireschools.org