



Academic Services
24365 Hilliard Blvd.
Westlake, Ohio 44145
440-250-1270

REQUEST FOR RELEASE OF STUDENT RECORDS

Attn: Previous School, Please return this form with the student records

Previous School Name: \_\_\_\_\_

Previous School Address: \_\_\_\_\_

Previous School City/State/Zip Code: \_\_\_\_\_

Phone Number/Area Code: \_\_\_\_\_ FaxNumber: \_\_\_\_\_

It is requested that an official copy of the student records of:

Student's Full Name: \_\_\_\_\_ Birth of Date: \_\_\_\_\_

Last Grade Attended: \_\_\_\_\_ Date of Last Day Attended: \_\_\_\_\_

Please send student records to:

Table with 4 columns: Westlake Elementary, Dover Intermediate, Lee Burneson Middle, Westlake High School. Each column lists address, phone, fax, and email.

Please include this form and all applicable information for the above named student as follows:

- Academic grades or reports of progress including preschool records
Grades to date of withdrawal
Grades for previously completed marking period (sports eligibility)
Standardized test scores (achievement/ability, competency, etc.)
English as a second language records (if any)
School profile explaining credits and grading system
OELPA Scores and/or other English language proficiency test results
Individual Education Plan (IEP) (if any)
Other
Speech/hearing/language evaluation
Health/immunization records
State Achievement test scores
Attendance records
Proficiency test scores
504 Plan (if any)
Psychological reports (if any) Evaluation
Team Report (ETR) (if any)
AIMS Web (including Transfer ID #)
Gifted Records (WEP/WAP & test score)

(Signature of Parent or Legal Guardian)

(Date)

(Signature of Student - 18 years of Age or Older)

(Date)

Note: Neither state nor federal law requires consent or parental signature to transfer student records to an educational institution for legitimate educational purposes. ORC 3319.321 (c) 20 USCA 1232g (b) (1) (B)

For Official Use Only:

(School Official Signature)

(Date)

Start Date : \_\_\_\_\_ Grade: \_\_\_\_\_ Attending School: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_