



Strongsville City Schools - Transfer of School Records Request

Student Information (Filled out by Parent/Guardian):

Student Last Name: _____ First: _____ Middle: _____

Date of Birth: _____ Current Grade: _____ Grade Registering For: _____

Requested First Day of School at SCS: _____

Requesting Records From:

Previous School District: _____

Previous School Name: _____

Previous School Address: _____

Previous School Email for Educational & Special Education Records: _____

Currently suspended/expelled from school: YES / NO Last Date of Attendance: _____

Parent/Guardian Signature: _____ Date: _____

I hereby authorize the transfer of all school records as defined by PL-93-380 and any amendments thereto for the above-named student. By signing this request for transfer, I relieve the school which the above-named student was attending of the responsibility of notifying me that the records are being transferred. 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). Information combined herein subject to all provisions of Public Law 93-380, Section 513, "Family Educational Rights and Privacy Act of 1974".

Please include this form when sending records back to the new school listed below.

Chapman Elementary Attn: Corina Mesenger Email: cmesenger@scsmustangs.org Phone: 440-572-7140 Fax: 440-572-7146	Kinsner Elementary School Attn: Mary Marconi Email: mmarconi@scsmustangs.org Phone: 440-572-7120 Fax: 440-572-7125
Muraski Elementary Attn: Lynn Wilson Email: lmwilson@scsmustangs.org Phone: 440-572-7160 Fax: 440-572-7165	Surrarrer Elementary Attn: Lynn Gory Email: lgory@scsmustangs.org Phone: 440-572-7170 Fax: 440-572-7175
Whitney Elementary Attn: Gail Trimper Email: gtrimper@scsmustangs.org Phone: 440-572-7180 Fax: 440-572-7185	Strongsville Middle School Attn: Denise Ensign Email: densign@scsmustangs.org Phone: 440-572-7088 Fax: 440-572-7151
Strongsville High School Attn: Kristi Clifford Email: kclifford@scsmustangs.org Phone: 440-846-4073 Fax: 440-572-8542	Student Services Dept/Special Education Records Attn: Lori Phillipp Email: lphillipp@scsmustangs.org Phone: 440-572-7047 Fax: 440-846-3226

We are requesting the following records/information for the above named student including but not limited to:

- Academic Records (transcripts/report cards) ·Grades-to-date of withdrawal ·Special Education Records (IEP/ETR/504/Psychological tests)
- All Achievement/Standardized/Proficiency test Scores ·Current Written Education Plan/Gifted Records (WEP/WAP & test scores)
- English Language Learner records (OELPA/OELPS/other English language proficiency test scores) ·K-3 Ohio Diagnostic Test Results
- Ohio Reading Improvement Plans (RIMP/MTSS records) ·Speech/Hearing/Language Evaluation ·Any earned Diploma Seals (Ohio)
- Attendance Intervention Plan ·Discipline/Behavior Records ·Any other records that would be beneficial for student's well being

If there are any questions, feel free to contact me at 440-572-7048 or mcox@scsmustangs.org

Mary Cox (Registrar)