



## SCHOOL RECORDS RELEASE REQUEST

*Please release all appropriate past and present academic, testing, discipline, medical, confidential and special education records (including psychological information, diagnostic summaries, IEP's, etc.) on the student named below. Records should be sent to the school address indicated below, the future school of the child.*

To the Principal of \_\_\_\_\_

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

Previous School Address (street, city, state, zip) \_\_\_\_\_

I \_\_\_\_\_

Parent/Guardian Printed Name

**HEREBY GRANT PERMISSION FOR ALL CONFIDENTIAL, MEDICAL, PSYCHOLOGICAL, EDUCATIONAL AND/OR OTHER INFORMATION RELATIVE TO:**

**Student Name** \_\_\_\_\_ **Date of Birth** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

- ☐ Please check this box if the student has been in a Special Education Program (records to be released must include the Multifactorial Evaluation Team Report, IEP, and all evaluations relative to placement)
- ☐ Please check this box if the student has been in an English as a Second Language Program (records to be released must include assessments relative to placement, Limited English Proficient Plan, OTELA and/or other state language assessment)

**TO BE RELEASED TO THE PRINCIPAL/DIRECTOR OF THE SCHOOL/DEPARTMENT CHECKED BELOW:**

- |   |  |
|---|--|
| <input type="checkbox"/> Ayer Elementary School<br>8471 Forest Road<br>Cincinnati, Ohio 45255<br>513-474-3811 Fax: 513-474-7228       | <input type="checkbox"/> Wilson Elementary School<br>2465 Little Dry Run Road<br>Cincinnati, Ohio 45244<br>513-231-3240 Fax: 513-231-3202                          |
| <input type="checkbox"/> Maddux Elementary School<br>943 Rosetree Lane<br>Cincinnati, Ohio 45230<br>513-231-0780 Fax: 513-231-5308    | <input type="checkbox"/> Nagel Middle School<br>1500 Nagel Road<br>Cincinnati, Ohio 45255<br>513-474-5407 Fax: 513-474-5584  |
| <input type="checkbox"/> Mercer Elementary School<br>2600 Bartels Road<br>Cincinnati, Ohio 45244<br>513-232-7000 Fax: 513-232-3156    | <input type="checkbox"/> Anderson High School<br>7560 Forest Road<br>Cincinnati, Ohio 45255<br>513-232-2772 Fax: 513-232-2295                                      |
| <input type="checkbox"/> Sherwood Elementary School<br>7080 Grantham Way<br>Cincinnati, Ohio 45230<br>513-231-7565 Fax: 513-231-3666  | <input type="checkbox"/> Turpin High School<br>2650 Bartels Road<br>Cincinnati, Ohio 45244<br>513-232-7770 Fax: 513-232-9047                                       |
| <input type="checkbox"/> Summit Elementary School<br>8400 Northport Drive<br>Cincinnati, Ohio 45255<br>513-474-2270 Fax: 513-474-1525 | <input type="checkbox"/> Forest Hills School District Special Education Department<br>7550 Forest Road<br>Cincinnati, Ohio 45255<br>513-231-3600 Fax: 513-231-3830 |

Information combined herein subject to all provisions of Public Law 93-380, Section 513, "Family Educational Rights and Privacy Act of 1974".

### FOR OFFICE USE ONLY

Date Records Requested \_\_\_\_\_ Date Records Received \_\_\_\_\_

DISTRICT ADMISSION DATE \_\_\_\_\_

Rev. 8/2/2016