

Elmwood Local Schools

REQUEST FOR STUDENT RECORDS

Student Name _____
(First) (Middle) (Last)

Student D.O.B. _____ Grade _____

Name of Previous School _____

School Address _____

City, State, Zip _____

School Phone Number _____

School Fax Number _____

The above student has enrolled at _____ Elmwood High School

_____ Elmwood Middle School

_____ Elmwood Elementary

Enrollment Status at Elmwood Schools (IRN 050682) Anticipated Start Date _____*

_____ Elmwood Resident _____ Open Enrolled _____ Court Placed

Please send or fax or email _____ all records relating to the past three years / specific data to be released:

- State ID Number
- Birth Certificate
- Social Security Number
- Medical & Immunization Records
- Attendance (**Days in attendance & Days absent in days & hours**)
- Discipline Records
- Transcript (including withdrawal Grades, explanation of grading system) or Current Grade Report
- Career Folder (High School)
- Standardized Test Scores (OA; K-3 Diagnostic Scores--Reading, Writing, Math; OGT)
- Psychological Reports
- Special Education Records (MFE, IEP, 504...)
- Custody Papers & Journal Entries
- Other _____

Date _____

Printed Name of Parent / Legal Guardian _____

*Signature of Parent / Legal Guardian

***Parent signature for release of records to another educational institution is NOT REQUIRED as stated by Ohio Revised Code 3319.321 Section C.**

***Note to public schools in Ohio: This is the date that will be reported as the date in EMIS. Please make sure that your withdrawal date does not overlap our admission date, otherwise this conflict will create EMIS errors for both school districts. Thank you!!**

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Board of Education

7650 Jerry City Road
Bloomdale, Ohio 44817
(419) 655-2583
(419) 655-3995 fax

Superintendent

Extension 4

Treasurer

Extension 5

ROYALS

Elmwood Local Schools

7650 Jerry City Road
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High School Office

Extension 3

Middle School Office

Extension 2

Elementary Office

Extension 1