CONNEAUT AREA CITY SCHOOLS

"Home of the Spartans"

REQUEST FOR RELEASE OF A STUDENT'S RECORDS

TO: _____ _____ DATE: _____

Previous School, Institution or Individual's Name — IRN

_____

Address

_____ _____

Phone Number — FAX Number

Please note, if you do not release special education records from your office, please make a copy of this release form and send to the appropriate office.

It is requested that the school release records of the student identified below:

_____ _____ _____

Student Name — Date of Birth — SSID

_____ _____

Parent/Guardian Signature — Date

If your district uses Progressbok Student Information System, please transfer in SIS to Conneaut Area City Schools.

PLEASE CONFIRM STUDENT'S GRADE FOR CURRENT SCHOOL YEAR – GRADE _____

Records Requested (please check appropriate boxes):
Official Administration Records including

- ☐ Attendance Intervention Plan
- ☐ Grades/Transcripts
- ☐ Ohio Diagnostic Assessment Results
- ☐ OAT/OAA/OGT/Alternate Assessment Results
- ☐ Standardized Achievement Test Results
- ☐ Intelligence and Aptitude Results
- ☐ Medical/Immunization Records
- ☐ Attendance Records (Current Year) including intervention plan.
- ☐ IEPs – both current and initial
- ☐ MFE/ETR – current
- ☐ Birth Certificate
- ☐ Court order for custody and/or district of residence
- ☐ Other

The student is being enrolled for the reason indicated below:

☐ Foster/Court Placed

We have a court order naming your school district as being responsible for the educational costs while this student is in our district.

Please do NOT withdraw him from your district. He should be coded as a Resident Attending Elsewhere pointed to Conneaut Area City Schools 043810. Please advise your EMIS Coordinator if you have any questions.

- ☐ Open Enrollment
- ☐ Moved into Conneaut District
- ☐ Other

_____

Conneaut Area City Schools IRN 043810 **Please release and forward to:**

Conneaut High School ☐	Conneaut Middle School ☐	Gateway Elem School ☐	Lakeshore Primary School ☐
381 Mill Street	230 Gateway Avenue	229 Gateway Avenue	755 Chestnut Street
Conneaut OH 44030	Conneaut OH 44030	Conneaut OH 44030	Conneaut OH 44030
Phone 440-593-7210	Phone 440-593-7240	Phone 440-593-7280	Phone 440-593-7250
FAX 440-593-6899	FAX 440-440-593-6289	FAX 440-599-2703	FAX 440-599-7149

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Printed Name and Signature of Conneaut Area City School District Contact

REV: 2019