



SCHOOL RECORDS 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.

I.R.N. # 046359

PLEASE PRINT

Student's Name _____ Birth Date _____ Grade _____

Signature of Parent/Guardian (needed to release records) _____ Relationship _____ Date _____

Name of school releasing records: _____ Student Counselor/Teacher: _____

Address of school releasing records: _____
 Street City State Zip

Phone/Fax number of school releasing records: () _____ () _____
 Phone Fax

Send records to (check one):

- | | | |
|---|--|--|
| <input type="checkbox"/> Amelia Elementary School
5 East Main St
Amelia, Ohio 45102-0175
(513) 943-3800 fax (513) 943-3642 | <input type="checkbox"/> Merwin Elementary School
1040 Gaskins Road
Cincinnati, Ohio 45245-2745
(513) 947-7800 fax (513) 752-5629 | <input type="checkbox"/> Amelia Middle School
1341 Clough Pike
Batavia, Ohio 45103-2545
(513) 947-7500 fax (513) 753-7851 |
| <input type="checkbox"/> Brantner Elementary School
609 Brantner Lane
Cincinnati, Ohio 45245-1592
(513) 943-6400 fax (513) 528- 0179 | <input type="checkbox"/> Summerside Elementary School
4639 Vermona Drive
Cincinnati, Ohio 45245-1021
(513) 947-7900 fax (513) 528-3520 | <input type="checkbox"/> Glen Este Middle School
4342 Glen Este-Withamsville Road
Cincinnati, Ohio 45245-1599
(513) 947-7700 fax (513) 753-3462 |
| <input type="checkbox"/> Clough Pike Elementary
808 Clough Pike
Cincinnati, Ohio 45245-1715
(513) 943-6700 fax (513) 752-7347 | <input type="checkbox"/> Willowville Elementary School
4529 Schoolhouse Rd.
Batavia, Ohio 45103-1099
(513) 943-6800 fax (513) 752-9181 | <input type="checkbox"/> Amelia High School
1351 Clough Pike
Batavia, Ohio 45103-2546
(513) 947-7400 fax (513) 753-2419 |
| <input type="checkbox"/> Holly Hill Elementary
3520 State Route 132
Amelia, Ohio 45102-0185
(513) 943-8900 fax (513) 797-5604 | <input type="checkbox"/> Withamsville-Tobasco Elem. School
3950 Britton Blvd.
Cincinnati, Ohio 45245-2199
(513) 943-6900 fax (513) 752-6571 | <input type="checkbox"/> Glen Este High
4342 Glen Este-Withamsville Road
Cincinnati, Ohio 45245-1599
(513) 947-7600 fax (513) 753-7847 |

THE FOLLOWING IS TO BE FILLED OUT BY THE PRIOR SCHOOL, IF APPLICABLE:

If this student has been expelled, please include details of expulsion (reasons and dates): _____

<p>Last day of attendance at previous school</p> <p>_____</p>
--

The records for the above listed student CANNOT be released because (check all that apply):

- Fees Due (Amount owed: _____) Grades incomplete
- No records available
- Books not returned (Titles: _____)

Signature of person completing form _____ Title _____ Date _____