

# Highland Local Schools

3880 Ridge Road

Medina OH 44256

Phone (330) 239-1901

## RECORDS RELEASE/REQUEST FORM

(COMPLETE, PRINT OUT, AND BRING WITH YOU TO YOUR APPOINTMENT)

(Previous School Name) \_\_\_\_\_

(Previous School Address) \_\_\_\_\_

(Previous School Phone #) \_\_\_\_\_

Dear Registrar:

\_\_\_\_\_, has enrolled in the \_\_\_\_\_ grade at  
(student name) (grade level)

Highland Local Schools. Please forward the following information:

1. Complete Student Records or Official Transcript.
2. Dates the student entered and left your school.
3. Number of weeks in the school year.
4. In-progress/withdraw grades.
5. Immunization/Health records.
6. Group and individual psychological test records.
7. Special education records including medical, IEP and 504 (if applicable).
8. Multifactorial Evaluation Team Report (if applicable).
9. State Test Results including the **Ohio Graduation Test** results (if you are a 2017 graduate).

High School Transfer Students (Middle School if applicable) need to also include:

1. Semester grades, including those earned in any other school.
2. Key to your grading system, including your numerical passing grade. Please designate honors courses.
3. The amount of credit per subject, including Physical Education and Health.
4. Length of the class period and the number of days the class meets per week.

**Revisions in the Family Rights and Privacy Act indicate it is no longer necessary to obtain written consent to release records between schools.**

**Please remit all paperwork to the school checked below. Thank you.**

Granger Elementary School  
3940 Ridge Road  
Medina OH 44256  
(330) 239-1901 x2227  
Fax: (330) 239-7379

Hinckley Elementary School  
1586 Center Road  
Hinckley OH 44233  
(330) 239-1901 x3238  
Fax: (330) 239-7390

Sharon Elementary School  
6335 Ridge Road  
PO Box 179  
Sharon Center OH 44256  
(330)239-1901 x4235  
Fax: (330) 239-7391

Highland Middle School  
3880 Ridge Road  
Medina OH 44256  
(330)239-1901 x1206 (guidance)  
Fax: (330) 239-7388

Highland High School  
4150 Ridge Road  
Medina OH 44256  
(330)239-1901 x5201 (guidance)  
Fax: (330) 239-7385

*Records transferred by authorization of this release will not be released to another person, school or agency other than the one listed above without the written consent of the parent, guardian or legal-age pupil.*

***I attest that I am the legal guardian of the above-named student, and I authorize the release of the above records and any other records requested by the new school of attendance.***

\_\_\_\_\_  
Parent/Guardian/Student (if over 18 years of age) Signature

\_\_\_\_\_  
Date