



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.

Student name	
Birth date	
Grade	
Name of school releasing records	
Address of school releasing records	
Phone of school releasing records	
Fax of school releasing records	

Send records to (check gray box):

<input type="checkbox"/>	<input type="checkbox"/>
Blue Ash Elementary School 9541 Plainfield Road Cincinnati, OH 45236 Phone: 513-686-1710 Fax: 513-792-0305	Edwin H. Greene Intermediate School 5200 Aldine Drive, Cincinnati, OH 45242 Phone: 513-686-1750 Fax: 513-792-6172
Maple Dale Elementary 6100 Hagewa Drive, Cincinnati, OH 45242 Phone: 513-686-1720 Fax: 513-792-6112	Sycamore Junior High School 5757 Cooper Road, Cincinnati, OH 45242 Phone: 513-686-1764 Fax: 513-792-6192
Montgomery Elementary 9609 Montgomery Road, Cincinnati, OH 45242 Phone: 513-686-1730 Fax: 513-792-6131	Sycamore High School 7400 Cornell Road, Cincinnati, OH 45242 Phone: 513-686-1770 Fax: 513-489-7425
Symmes Elementary 11820 Enyart Road, Loveland, OH 45140 Phone: 513-686-1740 Fax: 513-677-7861	Sycamore Community Schools District IRN#044867

Signature of Parent/Legal Guardian (needed to release records): _____

Relationship: _____ **Date:** _____

THE FOLLOWING IS TO BE FILLED OUT BY THE PRIOR SCHOOL:

Student SSID #: _____ **District IRN:** _____

School District Name: _____

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

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

- | | |
|---|---|
| <input type="checkbox"/> Grades incomplete | <input type="checkbox"/> Fees Due (Amount owed : _____) |
| <input type="checkbox"/> No records available | <input type="checkbox"/> Books not returned (Titles: _____) |

Signature from prior school: _____ **Title:** _____ **Date:** _____