



West Carrollton Schools

Building Copy

Records Release



Parents: Please complete the top half of this form as part of your child's enrollment packet. Thank you.

Student: _____ Grade: _____ Date of Birth: _____

Does student have an IEP or receive special education services?

Previous School:

Yes _____ No _____

I hereby authorize the transfer of all school records for the above named student, to be released to (please check one):

- West Carrollton Senior High
5833 Student Street
West Carrollton, OH 45449
937.859.5121 ext 8809 or 8822
Fax: 937.859.2774
Email: ahigham@wcsd.k12.oh.us
- Frank Nicholas Elementary
3846 Vance Road
Dayton, OH 45439
Phone: 937.859.5121 ext 2200
Fax: 937.859.2765
Email: sowens@wcsd.k12.oh.us
- Shade Early Childhood Center
510 East Pease Avenue
West Carrollton, OH 45449
Phone: 937.859.5121 ext 4400
Fax: 937.859.2768
Email: jkoesters@wcsd.k12.oh.us
- West Carrollton Middle School
424 E. Main Street
West Carrollton, OH 45449
Phone: 937.859.5121 ext 7709
Fax: 937.859.2780
Email: srike@wcsd.k12.oh.us
- Harold Schnell Elementary
5995 Student Street
West Carrollton, OH 45449
Phone: 937.859.5121 ext 6600
Fax: 937.859.2775
Email: bhall@wcsd.k12.oh.us
- West Carrollton Schools Special Services
430 East Pease Avenue
West Carrollton, OH 45449
Phone: 937.859.5121 ext 1126
Fax: 937.859.5250
Email: hlane@wcsd.k12.oh.us
- CF Holliday Elementary
4100 S. Dixie Drive
Dayton, OH 45439
Phone: 937.859.5121 ext 3300
Fax: 937.643.5460
Email: jeide@wcsd.k12.oh.us
- Harry Russell Elementary
123 Elementary Drive
West Carrollton, OH 45449
Phone: 937.859.5121 ext 5500
Fax: 937.865.5720
Email: lmables@wcsd.k12.oh.us

RECORDS TO BE RELEASED:

Birth Certificate
Health Records/Immunizations
Custody Papers
Grades (up to withdrawal date)

3rd Grade Reading Guarantee Scores
SSID#
State and standardized test scores
Credits
IEP/ETR/504 plan

PARENT/GUARDIAN SIGNATURE

DATE:

WC Office Use Only WC Office Use Only WC Office Use Only WC Office Use Only

Enrollment packet completed at Central Office on: _____

Initials: _____

Records Release faxed/mailed to previous school on: _____

Initials: _____