



# 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?

Yes \_\_\_\_\_ No \_\_\_\_\_

**Previous School and District (REQUIRED):**

\_\_\_\_\_  
\_\_\_\_\_

**RECORDS NEEDED:**

- **ABSENCE HOURS (both excused and unexcused) for current school year**
- Birth Certificate
- Health Records/Immunizations
- Custody Papers
- Grades (up to withdrawal date)
- 3<sup>rd</sup> Grade Reading Guarantee Scores
- SSID#
- State and standardized test scores
- High School Credits
- IEP/ETR/504 plan/WEP

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

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> West Carrollton Senior High<br>5833 Student Street<br>West Carrollton, OH 45449<br>937.859.5121 ext 8809 or 8822<br>Fax: 937.859.2774<br>Email:<br><a href="mailto:wchsrecords@wcsd.k12.oh.us">wchsrecords@wcsd.k12.oh.us</a> | <input type="checkbox"/> CF Holliday Elementary<br>4100 S. Dixie Drive<br>Dayton, OH 45439<br>Phone: 937.859.5121 ext 3300<br>Fax: 937.643.5460<br>Email:<br><a href="mailto:jeide@wcsd.k12.oh.us">jeide@wcsd.k12.oh.us</a>               | <input type="checkbox"/> Harry Russell Elementary<br>123 Elementary Drive<br>West Carrollton, OH 45449<br>Phone: 937.859.5121 ext 5500<br>Fax: 937.865.5720<br>Email:<br><a href="mailto:jchmiel@wcsd.k12.oh.us">jchmiel@wcsd.k12.oh.us</a>          |
| <input type="checkbox"/> West Carrollton Middle School<br>424 E. Main Street<br>West Carrollton, OH 45449<br>Phone: 937.859.5121 ext 7709<br>Fax: 937.859.2780<br>Email:<br><a href="mailto:srike@wcsd.k12.oh.us">srike@wcsd.k12.oh.us</a>             | <input type="checkbox"/> Harold Schnell Elementary<br>5995 Student Street<br>West Carrollton, OH 45449<br>Phone: 937.859.5121 ext 6600<br>Fax: 937.859.2775<br>Email:<br><a href="mailto:sowens@wcsd.k12.oh.us">sowens@wcsd.k12.oh.us</a> | <input type="checkbox"/> Shade Early Childhood Center<br>510 East Pease Avenue<br>West Carrollton, OH 45449<br>Phone: 937.859.5121 ext 4400<br>Fax: 937.859.2768<br>Email:<br><a href="mailto:jkoesters@wcsd.k12.oh.us">jkoesters@wcsd.k12.oh.us</a> |

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE:

<i>WC Office Use Only</i>	<i>WC Office Use Only</i>	<i>WC Office Use Only</i>	<i>WC Office Use</i>
---------------------------	---------------------------	---------------------------	----------------------

Records Release faxed/mailed to previous school on: \_\_\_\_\_ Initials: \_\_\_\_\_

2<sup>ND</sup> REQUEST SENT ON: \_\_\_\_\_ STILL NEED: \_\_\_\_\_ Initials: \_\_\_\_\_

3<sup>RD</sup> REQUEST SENT ON: \_\_\_\_\_ STILL NEED: \_\_\_\_\_ Initials: \_\_\_\_\_