



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)
- 3rd 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
5833 Student Street
West Carrollton, OH 45449
937.859.5121 ext 8809 or 8822
Fax: 937.859.2774
Email:
wchsrecords@wcsd.k12.oh.us | <input type="checkbox"/> 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 | <input type="checkbox"/> Harry Russell Elementary
123 Elementary Drive
West Carrollton, OH 45449
Phone: 937.859.5121 ext 5500
Fax: 937.865.5720
Email:
imaples@wcsd.k12.oh.us |
| <input type="checkbox"/> 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 | <input type="checkbox"/> Harold Schnell Elementary
5995 Student Street
West Carrollton, OH 45449
Phone: 937.859.5121 ext 6600
Fax: 937.859.2775
Email:
sowens@wcsd.k12.oh.us | <input type="checkbox"/> 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 |

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>
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Records Release faxed/mailed to previous school on: _____ Initials: _____

2ND REQUEST SENT ON: _____ STILL NEED: _____ Initials: _____

3RD REQUEST SENT ON: _____ STILL NEED: _____ Initials: _____