

SIDNEY CITY SCHOOLS
REQUEST FOR RELEASE OF OR ACCESS TO STUDENT'S RECORDS

Student Name _____

Date of Birth _____ Age _____ Gender: Male Female

Current Grade _____ Last Date of School Attendance _____

Student New Address _____

City _____ State _____ Zip _____ Phone # _____

Previous School Name _____

Previous School Address _____

City _____ State _____ Zip _____ Phone # _____

- Yes No Does student receive special education services through an Individualized Education Program (IEP)?
 Yes No Does student have a Section 504 Accommodation Plan?

<p>The student is being enrolled for the following reason:</p> <ul style="list-style-type: none"><input type="checkbox"/> Parent/Guardian now resides in our district<input type="checkbox"/> Foster/Court placed<input type="checkbox"/> Board approved grandparent clause<input type="checkbox"/> Board approved superintendent's agreement<input type="checkbox"/> Student approved on Open Enrollment<input type="checkbox"/> Student leaving a non-public school	<p>Date Records Requested: _____</p> <p>Dates Records Received: _____</p> <p>Effective Date for Withdraw: _____</p> <p>IRN# for last district attended: _____</p> <p>IRN# to transfer records: _____</p> <p>Date for Admission: _____</p>
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Records Requested:

- Official Administration Records including Grades
- All grade appropriate Test Scores
- Attendance Records (Current Year)
- Medical/Immunization Records
- Birth Certificate
- SSN Number

Special Education Records Requested:

- Please send ALL Special Education records that may apply:
IEPs –current IEP and Psychological Evaluation/
Multifactor Evaluation and EMIS worksheet
- Other: _____

Please scan and email records to:

- Board of Education Office**, 750 S. Fourth Ave., Sidney, OH 45365 Email: deb.kaufman@sidneycityschools.org Fax: 937-497-2211
- Sidney High School Office**, 1215 Campbell Rd., Sidney, OH 45365 Email: jayna.lewis@sidneycityschools.org Fax: 937-497-2216
- Sidney Middle School**, 980 Fair Road, Sidney, OH 45365 Email: polly.allen@sidneycityschools.org Fax: 937-497-2204
- Emerson Elementary**, 901 Campbell Road, Sidney, OH 45365 Email: diana.thobe@sidneycityschools.org Fax: 937-497-2262
- Longfellow Elementary**, 1250 Park Street, Sidney, OH 45365 Email: laura.pennington@sidneycityschools.org
- Northwood Elementary**, 1152 St. Marys Ave., Sidney, OH 45365 Email: beth.houts@sidneycityschools.org Fax: 937-497-2232
- Whittier Elementary**, 425 Belmont Street, Sidney, OH 45365 Email: kenna.chavez@sidneycityschools.org
- Sidney Alternative School**, 315 W. Russell Rd., Sidney, OH 45365 Email: barb.arnett @sidneycityschools.org Fax: 937-497-0010
- Special Education Records**, 750 S. Fourth Ave., Sidney, OH 45365 Email: lola.fair@sidneycityschools.org Fax: 937-497-2209

PARENT/GUARDIAN AUTHORIZATION FOR RELEASE:

I hereby authorize the school, institution, or individual indicated above to release and/or provide access to the records checked above.

Signature: _____ **Date:** _____
(Parent, Legal Guardian)