



SOLON CITY SCHOOLS

33800 Inwood Road

Solon, OH 44139

440-248-1600

www.solonschools.org

REQUEST FOR RELEASE OF STUDENT RECORDS

TO: _____

Previous School's Name

Address

City, State, Zip

School Fax

Student's Name _____ Birthdate _____

Last Grade Attended _____ Date Last Attended _____

Please include all applicable information for the above named student:

- Academic grades to date of withdrawal
- Grades for previously completed marking period (sports eligibility)
- Standardized test scores (achievement/ability, competency, etc.)
- Ohio Graduation Test scores
- Attendance records
- Health/immunization records
- Psychological reports (if applicable)
- Individual Education Plan (I.E.P. if applicable)
- 504 Plan (if applicable)
- Written Education Plan (WEP) (include date of gifted identification)
- Speech/hearing/language evaluations
- School profile explaining credits and grading system
- Third Grade Reading Guarantee/Reading Improvement Plan
- Other, please specify _____

Signature of parent/legal custodian or student (if legal age)

Solon City Schools Registrar

It is requested that an official copy of this student's records be faxed or mailed to the school checked below.

Send Records/Reports to the building checked (for Registrar use only):

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Solon Preschool
6545 SOM Center Road
Solon, OH 44139
FAX: 440-349-8018 | <input type="checkbox"/> Roxbury Elementary
6795 Solon Boulevard
Solon, OH 44139
FAX: 440-349-8048 | <input type="checkbox"/> Parkside Elementary
6845 SOM Center Road
Solon, OH 44139
FAX: 440-349-8055 | <input type="checkbox"/> Lewis Elementary
32345 Cannon Road
Solon, OH 44139
FAX: 440-349-8012 |
| <input type="checkbox"/> Orchard Middle School
6800 SOM Center Road
Solon, OH 44139
FAX: 440-349-8054 | <input type="checkbox"/> Solon Middle School
6835 SOM Center Road
Solon, OH 44139
FAX: 440-349-8034 | <input type="checkbox"/> Solon High School
33600 Inwood Road
Solon, OH 44139
FAX: 440-349-8041 | <input type="checkbox"/> Solon Board of Education
33800 Inwood Road
Solon, OH 44139
FAX: 440-248-7665 |

Parents, custodians or legal-age students may inspect the records to be released or transferred.