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):

- Solon Preschool
  6545 SOM Center Road
  Solon, OH 44139
  FAX: 440-349-8018

- Roxbury Elementary
  6795 Solon Boulevard
  Solon, OH 44139
  FAX: 440-349-8048

- Parkside Elementary
  6845 SOM Center Road
  Solon, OH 44139
  FAX: 440-349-8055

- Lewis Elementary
  32345 Cannon Road
  Solon, OH 44139
  FAX: 440-349-8012

- Orchard Middle School
  6800 SOM Center Road
  Solon, OH 44139
  FAX: 440-349-8054

- Solon Middle School
  6835 SOM Center Road
  Solon, OH 44139
  FAX: 440-349-8034

- Solon High School
  33600 Inwood Road
  Solon, OH 44139
  FAX: 440-349-8041

- 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.

(1/2020)