



# SOLON CITY SCHOOLS

33800 Inwood Road  
Solon, OH 44139  
440-248-1600  
[www.solonschools.org](http://www.solonschools.org)

## REQUEST FOR RELEASE OF STUDENT RECORDS

TO: \_\_\_\_\_  
Previous school's name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
School Fax

\_\_\_\_\_  
School Phone

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)
- Speech/hearing/language evaluations
- School profile explaining credits and grading system
- Third Grade Reading Guarantee / Reading Improvement Plan
- Home Language Survey
- 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"/> Regano Early Learning Center<br>6545 SOM Center Road<br>Solon, OH 44139<br>FAX 440-349-8018<br><a href="mailto:prekRECORDS@solonboe.org">prekRECORDS@solonboe.org</a> | <input type="checkbox"/> Roxbury Elementary<br>6795 Solon Boulevard<br>Solon, OH 44139<br>FAX 440-349-8048<br><a href="mailto:roxRECORDS@solonboe.org">roxRECORDS@solonboe.org</a>  | <input type="checkbox"/> Parkside Elementary<br>6845 SOM Center Road<br>Solon, OH 44139<br>FAX 440-349-8055<br><a href="mailto:parkRECORDS@solonboe.org">parkRECORDS@solonboe.org</a>                        | <input type="checkbox"/> Lewis Elementary<br>32345 Cannon Road<br>Solon, OH 44139<br>FAX 440-349-8012<br><a href="mailto:lewisRECORDS@solonboe.org">lewisRECORDS@solonboe.org</a>                             |
| <input type="checkbox"/> Orchard Middle School<br>6800 SOM Center Road<br>Solon, OH 44139<br>FAX 440-349-8054<br><a href="mailto:orchRECORDS@solonboe.org">orchRECORDS@solonboe.org</a>        | <input type="checkbox"/> Solon Middle School<br>6835 SOM Center Road<br>Solon, OH 44139<br>FAX 440-349-8034<br><a href="mailto:smsRECORDS@solonboe.org">smsRECORDS@solonboe.org</a> | <input type="checkbox"/> Solon High School<br>Attention: Guidance Office<br>33600 Inwood Road<br>Solon, OH 44139<br>FAX 440-349-8041<br><a href="mailto:shsRECORDS@solonboe.org">shsRECORDS@solonboe.org</a> | <input type="checkbox"/> Solon Board of Education<br>Attention: Registrar<br>33800 Inwood Road<br>Solon, OH 44139<br>FAX 440-248-7665<br><a href="mailto:boeRECORDS@solonboe.org">boeRECORDS@solonboe.org</a> |

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