



**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)
- 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 Pre-School<br>33425 Arthur Road<br>Solon, OH 44139<br>FAX: 440-349-8018         | <input type="checkbox"/> Roxbury Elementary<br>6795 Solon Boulevard<br>Solon, OH 44139<br>FAX: 440-349-8048  | <input type="checkbox"/> Parkside Elementary<br>6845 SOM Center Road<br>Solon, OH 44139<br>FAX: 440-349-8055 | <input type="checkbox"/> Lewis Elementary<br>32345 Cannon Road<br>Solon, OH 44139<br>FAX: 440-349-8012         |
| <input type="checkbox"/> Orchard Middle School<br>6800 SOM Center Road<br>Solon, OH 44139<br>FAX: 440-349-8054 | <input type="checkbox"/> Solon Middle School<br>6835 SOM Center Road<br>Solon, OH 44139<br>FAX: 440-349-8034 | <input type="checkbox"/> Solon High School<br>33600 Inwood Road<br>Solon, OH 44139<br>FAX: 440-349-8041      | <input type="checkbox"/> Solon Board of Education<br>33800 Inwood Road<br>Solon, OH 44139<br>FAX: 440-248-7665 |

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