

**Chardon Local Schools
428 North Street
Chardon, OH 44024**

REQUEST FOR RELEASE OR TRANSFER OF SCHOOL RECORDS

It is requested that an official copy of the school grades and test scores, medical/immunizations, psychological, and special education records of the following student be released and transferred as soon as possible to the school selected below.

Student Name: _____

Date of Birth: _____ Current Grade: _____

Previous School: _____

Previous School Address: _____

Phone and Fax: _____

Please release and transfer as soon as possible to:

Munson Elementary School

12687 Bass Lake Rd

Chardon, Oh 44024

FAX: 440-286-3460

OFFICE: 440-286-5901

Chardon Middle School

424 North Street

Chardon, Oh 44024

FAX: 440-286-0461

OFFICE: 440-285-4062

Park Elementary School

111 Goodrich Court

Chardon, Oh 44024

FAX: 440-286-0484

OFFICE: 440-285-4067

Chardon High School Guidance Office

151 Chardon Ave.

Chardon, Oh 44024

FAX: 440-285-9419

OFFICE: 440-285-4060

I give my permission to release the school records of: _____ to
Student Name

School Name

Parent's Signature and Date

For office use only: **Date records sent:** _____ **Date psychological records sent:** _____