



AUTHORIZATION TO RELEASE INFORMATION

This form is provided for the purpose of obtaining or releasing a student's records, IEP and Standardized testing scores. By signing this release, a parent, legal guardian, or the student involved who is over 18 years of age, will expedite the transfer of records to another school for enrollment in that school.

_____ authorizes the release of the records of
Parent/Guardian Name _____

_____ / _____ / _____
Student's Last Name Student's First Name Middle Initial Birthdate Month Day Year

From the following School/Institution:

Most Recent School/Institution _____
Address _____
City, State, Zip Code _____
Telephone Number _____ Fax Number _____

The following records may be released. Please Check:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Transcript of subjects and grades | <input checked="" type="checkbox"/> Ohio Proficiency Test Results |
| <input checked="" type="checkbox"/> Attendance Record | <input checked="" type="checkbox"/> Standardized Test Results |
| <input checked="" type="checkbox"/> Health Records | <input checked="" type="checkbox"/> Student's SSID# _____ |
| <input checked="" type="checkbox"/> Psychological or Other Individual Test Results | <input checked="" type="checkbox"/> 504 or Other Intervention Plans |
| <input checked="" type="checkbox"/> IEP and Special Education Records, If Applicable | |

The Records May be Released To:

New School St. Francis de Sales School
Address 1602 Madison Road
City, State, Zip Code Cincinnati, Oh 45206
Telephone Number 513-961-1953 Fax Number 513-961-2900

I am authorizing the release of these records for these reasons. Please check one.

- I am the subject of these records and 18 years of age or older.
- I am the parent, guardian, or custodian of the subject of these records and the subject is under 18 years of age.

Signature _____ Date _____

By signing this request for transfer, I relieve the school which the above named student was attending of the responsibility of notifying me that the records are being transferred. This authorizes transfer of all school records (as defined by PL 93-380) and any amendments thereto.

Principal