



TROTWOOD-MADISON CITY SCHOOLS
Our Mission Is 100% Student Success!

Request for permission to release school records to third party

Please print the following information and sign the consent at the bottom of the page:

To: _____ School Name: _____
School **district** last attended/agency

Address: _____

Name of Student: _____

Birth date: _____ Age: _____ Grade: _____

(Please return the documents listed to address below along with a copy of this form)

Registration Secretary-Trotwood-Madison Early Learning Center-4400 Union Road
 Trotwood, Ohio 45426--(Phone) 937-854-4511 (Fax) 937-854-4624

For the purpose of registration, the records to be released should include:

- | | | |
|---|---------------------------|--------------|
| * Academic (grades/credits)/Discipline | * State Assessment Scores | *SSID Number |
| * Health (vision and hearing) | *Test results | *Attendance |
| * Pre kindergarten experience (if applicable) | | |

Previous Ohio School Official Withdrawal Date _____

Is this a student with a disability: **Yes___ No___

**If yes, please include the following records:

- ★ EMIS Information completed at IEP Meeting
- ★ Most Recent IEP and MFE
- ★ Preschool or school age planning form (applicable form)
- ★ Last permission to evaluate
- ★ OT/PT prescription (if applicable)

Student is gifted: Yes___ No___ Date identified: _____ Areas of giftedness: _____

Note 1: Records released to the person/agency listed above is not to be released to another person or agency without written permission of the parent, legal guardian, or legal age person.

Note 2: Parents or legal age students may request a copy of the records being released as specified above be sent to them, but if copies of records are released to them, the school district is relieved of responsibility for confidentiality of those records.

I (we) consent to the release of those records as indicated above:

 Printed name of parent/legal guardian or student (18 years)

 Address

 Signature of parent/legal guardian or student (18 years) Date

FOR OFFICIAL USE ONLY:				
REQUEST	DATE	BY	FAX	MAIL
1 ST				
2 ND				