

MARGARETTA LOCAL SCHOOL DISTRICT

Margaretta Board of Education
305 South Washington Street
Castalia, OH 44824
(419) 684-5322

Margaretta High School
209 Lowell Street
Castalia, OH 44824
(419) 684-5351

Margaretta Elementary School
5906 West Bogart Road
Castalia, OH 44824
(419) 684-5357

AUTHORIZATION FOR RECORD RELEASE

Note to Parent/Guardian:

Most organizations require written permission from parents or guardians before they will release student records to other schools. To facilitate your child's entry into the Margaretta Local School District, please complete this form and we will send it to your child's previous school for his/her records. This authorization will become part of your child's permanent record in accordance with the Family Educational Rights and Privacy Act, Individuals with Disabilities in Education Act (IDEA), and the Board of Education's Student Records Policy.

Student's Name: _____
Last First Middle

Date of Birth: _____ **Current Grade:** _____

Name of Previous School: _____

Address of Previous School: _____

City, State, Zip Code: _____

School Phone Number: _____ **Fax Number:** _____

I hereby authorize your organization, noted above, to furnish the Margaretta Local School District with all student records, including court documents, official transcripts, test records, medical records, references, individualized education plan (IEP), multi-factored evaluation (MFE), student accommodation plan (504), and/or psychological reports. Ohio Revised Code, Section 3313.642, states that only grades and credits may be withheld for nonpayment of fees and charges. All other records must be sent to the requesting school district, particularly a cumulative record of proficiency and/or achievement tests. It is understood that this information will be used in a confidential and professional manner.

Please send this information to (check one):

Margaretta High School
209 Lowell St.
Castalia, OH 44824
Phone: (419) 684-5351
Fax: (419) 684-5632

Margaretta Elementary School
5906 W. Bogart Rd.
Castalia, OH 44824
Phone: (419) 684-5357
Fax: (419) 684-6049

Parent/Guardian Signature

Date of Request