

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  
Email: lisa.bross@chardonschools.org

**Park Elementary School**

111 Goodrich Court  
Chardon, Oh 44024  
Office: 440-285-4067  
Fax: 440-286-0484

**Chardon High School**

Guidance Office  
151 Chardon Ave.  
Chardon, Oh 44024  
Fax: 440-285-9419  
Office: 440-285-4060

**Chardon Early Learning Center**

308 Maple Ave  
Chardon, Oh 44024  
Email: lisa.loncar@chardonschools.org  
Office: 440-285-4066

I give my permission to release the school records of:

\_\_\_\_\_ to \_\_\_\_\_  
**Student's Name** **School**

\_\_\_\_\_  
**Parent's Signature and Date**

*For office use only:* Date records sent: \_\_\_\_\_

Date psychological records sent: \_\_\_\_\_