

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
Email: sandy.henderson@chardonschools.org

Chardon Middle School

424 North Street
Chardon, Oh 44024
Fax: 440-286-0461
Office: 440-285-4062
Email: dana.shutty@chardonschools.org

Park Elementary School

111 Goodrich Court
Chardon, Oh 44024
Office: 440-285-4067
Fax: 440-286-0484
Email: tonia.seese@chardonschools.org

Chardon High School

Guidance Office
151 Chardon Ave.
Chardon, Oh 44024
Fax: 440-285-9419
Office: 440-285-4060
Email: brandi.giddings@chardonschools.org

Chardon Early Learning Center

308 Maple Ave
Chardon, Oh 44024
Email: lisa.loncar@chardonschools.org

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: _____