



Twin Valley Community Local School District
 100 Education Drive
 West Alexandria, Ohio 45381
 (937) 839-4688 Fax: (937) 839-4898

Release/Request for Student Records

TO: _____

Student Name: _____

DOB: _____

Required Documentation

The above-named student is enrolling in our school. Please forward the following **REQUIRED** information:

- | | |
|---|--|
| <input type="checkbox"/> Ohio SSID #: _____ | <input type="checkbox"/> IEP/ETR/504/Psychological Evaluation <i>(if applicable)</i> |
| <input type="checkbox"/> Present Grade: _____ | <input type="checkbox"/> Date Withdrawn: _____ |
| <input type="checkbox"/> Grades-to-date <i>(each year including comments)</i> | <input type="checkbox"/> Test Scores |
| <input type="checkbox"/> Immunizations <i>(including other health forms)</i> | <input type="checkbox"/> Transcripts <i>(all credits & interpretation of grading system)</i> |
| <input type="checkbox"/> Attendance Record | <input type="checkbox"/> Individual Career Plan (ICP) |
| <input type="checkbox"/> RIMP Records | <input type="checkbox"/> Other: |

How Student Received:

- | | |
|--|---|
| <input type="checkbox"/> Moved to TVS District | <input type="checkbox"/> Foster / Court Placed <i>(Requires Court Document)</i> |
| <input type="checkbox"/> Own/Rent Home | <input type="checkbox"/> Open Enrolled <i>(Requires Open Enrollment form)</i> |
| <input type="checkbox"/> Living With <i>(Requires Living with form)</i> | <input type="checkbox"/> Following a District Employee |
| <input type="checkbox"/> With Grandparent <i>(Requires Court Document)</i> | |

TVS District IRN: 049296

Thank you for your time and prompt response to this matter. Please return a copy of this form with the school records to the following address or fax to the following number:

- | | | |
|--|---|---|
| <input type="checkbox"/> Twin Valley South Elementary
100 Education Drive
West Alexandria, Ohio 45381
Phone: 937-839-4688
Fax: 937-839-5541
IRN: 038513 | <input type="checkbox"/> Twin Valley South Middle School
100 Education Drive
West Alexandria, Ohio 45381
Phone: 937-839-4688
Fax: 937-839-4898
IRN: 019810 | <input type="checkbox"/> Twin Valley South High School
100 Education Drive
West Alexandria, Ohio 45381
Phone: 937-839-4688
Fax: 937-839-4898
IRN: 037705 |
|--|---|---|

ATTN: Megan Mercer, Secretary

ATTN: Sheila Baker, Secretary

ATTN: Erin Utsinger, Secretary

I hereby grant permission for the release of the above records and any other information that may be useful for admissions and educational planning concerning my child.

Parent Printed Name: _____

Parent Signature

Date (Month/Day/Year)