

**REQUEST FOR STUDENT RECORDS**

The student listed below is requesting admission to the Canal Winchester Local School District.

\_\_\_\_\_ Grade for School \_\_\_\_\_  
Year 2011-12 \_\_\_\_\_  
(Student's full name) Birth Date \_\_\_\_\_

**\*\*Please mail or fax student records to the appropriate building, as marked below:**  
(City, State, and Zip for all schools is: **Canal Winchester, OH 43110**)

\_\_\_\_\_ **Canal Winchester High School (9-12)**  
300 Washington Street  
614-833-2157 fax **614-833-2163**

\_\_\_\_\_ **Winchester Trail Elementary School (3-5)**  
6865 Gender Road  
614-833-2150 fax **614-833-2161**

\_\_\_\_\_ **Canal Winchester Middle School (6-8)**  
7155 Parkview Drive  
614-833-2151 fax **614-833-2173**

\_\_\_\_\_ **Indian Trail Elementary School (K-2)**  
6767 Gender road  
614-833-2154 fax **614-833-2167**

\_\_\_\_\_ **Please fax or mail a copy of all Special Education records to:**  
CW Special Services Department fax: **614-833-3181**  
290 Washington Street phone: 614-833-3182

**\*\*Please include all of the following information:**

**Academic Grades** (including grades to date of withdrawal), **Attendance records, Birth Certificate, Custody Documents, Health/Immunization records, Standardized Test Scores, Proficiency Test Scores, Student SSID # for Ohio Schools, and all Special Education records** (if applicable).

**PREVIOUS School Information (last school attended)**

School Name \_\_\_\_\_  
Number / Street \_\_\_\_\_  
City / State / Zip \_\_\_\_\_  
Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

- **Is this student currently expelled, under suspension, or recommended for expulsion?**  
\_\_\_ Yes \_\_\_ No If yes, please specify \_\_\_\_\_

**SIGNATURES**

**Anticipated Start Date:**

\_\_\_\_\_  
Signature of Parent/Legal Guardian (date)  
Barbara G. Millington, District Registrar  
School Official / Title 614-920-2600 (date mailed or faxed)

*Note: Federal Law 99.31 allows for educational records to be sent to other educational agencies without the parent's signature requirement.  
Law 815-828 states a copy of the requested records be forwarded within five school days after the receipt of the request, notwithstanding any financial debt owed by the pupil.*