



### Student Records Request

Please release all appropriate past and present academic, discipline, medical, confidential and special education records (including psychological information, diagnostic summaries, IEPs, ETRs, etc.) on the student named below. Records should be mailed, faxed, or emailed to the address listed below.

|                              |              |       |
|------------------------------|--------------|-------|
| _____                        | _____        | _____ |
| Student Name                 | Birth date   | Grade |
| _____                        | _____        | _____ |
| Signature of Parent/Guardian | Relationship | Date  |

Name and address of school releasing records:

|       |                |
|-------|----------------|
| _____ | Phone: _____   |
| _____ | Fax: _____     |
| _____ | Contact: _____ |

**The following is to be filled out by the prior school:**

|                          |                            |
|--------------------------|----------------------------|
| School IRN Number: _____ | Student SSID Number: _____ |
|--------------------------|----------------------------|

**If Applicable:**

The records for the above student CANNOT be released because (check all that apply):

- Fees due (Amount owed: \_\_\_\_\_)     
  Graded incomplete     
  No records available  
 Books not returned (Titles): \_\_\_\_\_

If the student has been expelled, please include details of expulsion (reason and dates): \_\_\_\_\_

|   |       |
|---|-------|
| _____                                     | _____ |
| Signature/Title of person completing form | Date  |

**Reading High School**

810 E Columbia Ave.  
Reading, OH 45215  
Fax: 513-483-6754  
Email records to: [cbell@readingschools.org](mailto:cbell@readingschools.org)

**Reading Elementary School**

810 E Columbia Ave.  
Reading, OH 45215  
Fax: 513-483-6772  
**For grades PK-2 email records to:**  
[abollmer@readingschools.org](mailto:abollmer@readingschools.org)  
**For grades 3-5 email records to:**  
[hmattingly@readingschools.org](mailto:hmattingly@readingschools.org)

**Reading Middle School**

810 E Columbia Ave  
Reading, OH 45215  
Fax: 513-842-5146  
Email records to: [jwidmeyer@readingschools.org](mailto:jwidmeyer@readingschools.org)