

CARDINAL LOCAL SCHOOLS

15982 E. High St, PO Box 188, Middlefield, Oh 44062
440-632-0261

STUDENT RECORD TRANSFER

DATE SENT _____

SENDER _____

I hereby authorize:

Name of School District Releasing Records

Address of School Releasing Records

Releasing School Phone

Releasing School Fax

Student has moved to Cardinal

Student is Open Enrolled to Cardinal

Student is Court Placed to Cardinal

Other

to release the following records for all grades K-12 regarding:

Student Name	Birthdate	Grade
___ All K-12 grade cards and grades in progress	___ EL related documents	
___ Attendance record	___ Official School Transcript	
___ IEP/504 documents	___ SAT/ACT scores and dates	
___ Court documents relative to custody or name change	___ Psychological reports	
___ Immunization and Health records	___ Discipline records	
___ Birth Certificate/Immigration papers	___ Kindergarten Reading Readiness	
___ Third Grade Reading Guarantee Scores (for K-3 students)	___ Gifted/WEP-WAP plan	
___ Standardized/Proficiency Test Scores including OAT and OGT scores and dates		

Parent/Guardian Signature	Relationship	Date

FOR RELEASING SCHOOL:

Send records to:

_____ AJ Jordak Elementary School
PO Box 188
Middlefield, OH 44062
FAX 440-632-5192
Ph. 440-632-0261 Option 2

_____ Cardinal Middle School
PO Box 879
Middlefield, OH 44062
FAX 440-632-0294
Ph 440-632-0261 Option 4

_____ Cardinal High School
PO Box 7
Middlefield, OH 44062
FAX 440-632-1734
Ph 440-632-0261 Option 5

Is the student currently expelled _____ or suspended _____?

Person to contact _____

DISTRICT IRN # _____