

## RECORDS RELEASE REQUEST

**Pymatuning Valley High School**  
 5571 State Route 6  
 PO Box 1180  
 Andover, Ohio 44003  
 Phone: 440.293.6263  
 Fax: 440.293.7214  
 Email: [Cathy.fassett@pvschools.org](mailto:Cathy.fassett@pvschools.org)

**Pymatuning Valley Middle School**  
 5445 State Route 6  
 PO Box 1180  
 Andover, Ohio 44003  
 Phone: 440.293.6981  
 Fax: 440.293.7237  
 Email: [Katherine.jernigan@pvschools.org](mailto:Katherine.jernigan@pvschools.org)

**Pymatuning Valley Primary School**  
 5571 State Route 6  
 PO Box 1180  
 Andover, Ohio 44003  
 Phone: 440.293.6206  
 Fax: 440.293.5152  
 Email: [becky.switzer@pvschools.org](mailto:becky.switzer@pvschools.org)

**Pymatuning Valley Schools Administration**  
 5571 State Route 6  
 PO Box 1180  
 Andover, Ohio 44003  
 Phone: 440.293.6488  
 Fax: 440.293.7654

Date of 1<sup>st</sup> Request \_\_\_\_\_ 2<sup>nd</sup> Request \_\_\_\_\_

Parent/Guardian: Please fill in '**BOLD**' boxes only:

**School:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**← SCHOOL RECEIVING REQUEST: Please mail, E-mail, or Fax all pertinent school records to the school checked.**

**Student Name:** \_\_\_\_\_

**Student Date of Birth:** \_\_\_\_\_

Please provide SSID: \_\_\_\_\_

We are requesting the following records to aid in present and future educational decisions:

- |  |   |
|--|---|
| <input type="checkbox"/> All items in student's file                         | <input type="checkbox"/> Transcript of Previous Credits/Grades                |
| <input type="checkbox"/> Birth Certificate                                   | <input type="checkbox"/> Withdrawal Grades                                    |
| <input type="checkbox"/> Special Education Reports (Ex. IEP, ETR, 504, (WEP) | <input type="checkbox"/> Standardized Testing Information                     |
| <input type="checkbox"/> Immunization/Health Record                          | <input type="checkbox"/> Career Passport                                      |
| <input type="checkbox"/> Attendance  | <input type="checkbox"/> Other _____  |
| <input type="checkbox"/> Last Report Card                                    | <input type="checkbox"/> Third Grade Reading Guarantee Data (RIMP, KRA, etc.) |
| <input type="checkbox"/> Custody Papers                                      |   |

*According to the Final Regulations-Family Rights and Privacy Act, Buckley Amendment, it is no longer necessary to obtain written consent to release records between schools. It states that school officials may receive a student's records without consent for such release. However, it is the intention of the Pymatuning Valley School District to obtain signatures upon registration.*



\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**

Comments: \_\_\_\_\_

\_\_\_\_\_