



REQUEST FOR TRANSFER OF SCHOOL RECORDS

Twinsburg City School District IRN: 050070

Student Name _____

Date of Birth _____ Current Grade Level _____

Signature of Parent/Guardian/Student* _____

(*Student must be 18 years old or older)

This signature acknowledges permission to release to the **Twinsburg City School District** all pertinent school information including: withdrawal form, student profile information including photo, most recent report card, transcript (Middle/High school), credits earned, standardized test scores (i.e., End of Course, Ohio State Tests, KRA, etc. based on grade level), gifted information, ELL status (code) if applicable including OELPA scores, attendance information, discipline information, medical/immunization information, birth certificate, adoption documentation, and, if applicable – psychological tests, 504's, ETR's, IEP's, intervention information (RIMP).

Date withdrawn from previous school district (last date of attendance) _____

Former School Name _____

Former School Address

_____ Street City State Zip Code

Former School Phone Number _____ Fax Number _____

Former School Email _____

PLEASE INCLUDE THE FOLLOWING RECORDS:

- Withdrawal Form
 - Student Profile information including photo
 - Most recent Report Card/Grades in Progress
 - Transcripts (Official – High School only)
 - Standardized Test results (i.e. End of Course, KRA, Next Gen, OGT, OST, etc.)
 - Attendance Information – days/hours absent,
 - excused, unexcused, OSS
 - Discipline Information
 - Medical/Immunization Information
 - ELL status including OELPA Scores
 - RIMP (Reading Improvement Monitoring Plan)
 - Gifted Information – WEP, test results, etc.
 - Special Education documents (IEP, ETR, MFE, 504)
- Please send Special Education records to:
- Twinsburg City School
Pupil Services Department
c/o Twinsburg High School
10084 Ravenna Road
Twinsburg, OH 44087

Please send educational records to one of the following (based on grade level):

Twinsburg High School <i>Grades 9-12</i> 10084 Ravenna Road Twinsburg, OH 44087 Phone: 330.486.2400 Fax: 330.405.7406	RB Chamberlin Middle School <i>Grades 7-8</i> 10270 Ravenna Road Twinsburg OH 44087 Phone: 330.486.2281 Fax: 330.963.8313	Dodge Intermediate School <i>Grades 4-6</i> 10225 Ravenna Road Twinsburg OH 44087 Phone: 330.486.2200 Fax: 330.963.8323	Bissell Elementary School <i>Grades 2-3</i> 1811 Glenwood Drive Twinsburg OH 44087 Phone: 330.486.2100 Fax: 330.963.8333	Wilcox Primary School <i>Grades K-1</i> 9198 Darrow Road Twinsburg OH 44087 Phone: 330.486.2030 Fax: 330.963.8332
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