



**Madison Local School District  
Request for Release of Student Records**

**North Elementary School**  
Mrs. Sally Rogus, Principal  
Mr. Bill Mayer, Assistant Principal  
1941 Red Bird Road  
Madison, Ohio 44057  
440-428-2151 – Telephone  
440-428-9384 – Fax

**South Elementary School**  
Mrs. Shannon Kriegmont, Principal  
Mr. Seth Hartmann, Assistant Principal  
92 East Main Street  
Madison, Ohio 44057  
440-428-5121 – Telephone  
440-428-8438 – Fax

**Madison Middle School**  
Mr. Tom Brady, Principal  
Mr. Eric Thomas, Assistant Principal  
6079 Middle Ridge Road  
Madison, Ohio 44057  
440-428-1196 – Telephone  
440-428-9389 – Fax

**Madison High School**  
Mr. Bill Fisher, Principal  
Mr. Jack Whaley, Assistant Principal  
Ms. Jennifer Catanese-Grimes, Assistant  
Principal  
3100 Burns Road  
Madison, Ohio 44057  
440-428-2161 – Telephone  
440-428-2165 – Fax

**Madison Pre-K**  
Mrs. Jovette Hiltunen, Director  
1956 Red Bird Road  
Madison, Ohio 44057  
440-428-5111 – Telephone  
440-428-9311 – Fax

**Madison Board of Education**  
1956 Red Bird Road  
Madison, Ohio 44057  
440-428-2166 – Telephone  
440-428-9313 – Fax

To: \_\_\_\_\_  
(Previous School Name)  
\_\_\_\_\_  
(Previous School Address)  
\_\_\_\_\_  
(City, State & Zip)

It is requested that an official copy of the records of:

\_\_\_\_\_  
Student's Name  
\_\_\_\_\_  
Date of Birth \_\_\_\_\_ Last Grade Attended \_\_\_\_\_

**Be released to:**

\_\_\_\_\_  
School Name – address, telephone and fax numbers to the left

**Please include the following information:**

- \_\_\_\_ Academic Grades
- \_\_\_\_ Grades to Withdrawal Date
- \_\_\_\_ Grades for previously completed grading period (for athletic eligibility)
- \_\_\_\_ Standardized Test Scores (achievement, competency, etc.)
- \_\_\_\_ OGT Test Scores / Proficiency Test Scores
- \_\_\_\_ Attendance Records
- \_\_\_\_ Health / Immunization Records
- \_\_\_\_ Psychological Reports (if applicable)
- \_\_\_\_ Individual Education Plan – IEP (if applicable) Release form also required
- \_\_\_\_ Multifactorial Evaluation – MFE (if applicable) Release form also required
- \_\_\_\_ Speech / Hearing / Language Evaluations (if applicable)
- \_\_\_\_ School Profile (explain credits & grading systems)
- \_\_\_\_ ALL OF THE ABOVE
- \_\_\_\_ Other (please specify) \_\_\_\_\_

Has this student been expelled from your school district? No Yes  
If yes, please provide dates and copy of the expulsion letter. \_\_\_\_\_

\_\_\_\_\_  
Signature of Parent / Legal Guardian or Student (if legal age) \*\*

\_\_\_\_\_  
Signature of School Official \_\_\_\_\_ Title

\_\_\_\_\_  
Date

\*\* According to the Family Educational Rights and Privacy Act, FERPA, school officials of a school district in which the student intends to enroll may receive a student's records without written parental consent. CFR§99.31