



# Berkshire Local School District

Berkshire Board of Education  
14259 Claridon Troy Rd., P.O. Box 364, Burton, OH 44021  
440-834-3380, ext. 2101 440-834-2058 (Fax)

## REQUEST FOR TRANSFER OF STUDENT RECORDS

John Stoddard  
Superintendent

DATE: \_\_\_\_\_

Beth A. McCaffrey  
Treasurer

TO: \_\_\_\_\_  
(Name of School Previously Attended)

Board Members  
James Boyd  
President

\_\_\_\_\_  
(Street)

Robin L. Stanley  
Vice President

\_\_\_\_\_  
(City/State/Zip)

(PHONE) \_\_\_\_\_ (FAX) \_\_\_\_\_

John Manfredi  
Member

I, \_\_\_\_\_, hereby authorize you to release the following records for my child/children for the purpose of enrollment:

Barbara Raikes  
Member

Bryan Wadsworth  
Member

<u>Name</u>	<u>Date of Birth</u>	<u>Grade</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please include the following:

- \*Transcript of courses, grades, credits or Current Report Card/Grades in Progress
- \*Key to your grading system
- \*Withdrawal grades and date
- \*Immunization and Health Records
- \*Discipline/Behavior Records
- \*ESL Related Documents
- \*All Testing Records – including, but not limited to:
  - Standardized/Proficiency Test Scores including OAT and OGT scores and dates
  - MAP Testing
  - Third Grade reading Guarantee Scores (for K-3 students)
  - SAT/ACT scores and dates
- \*Birth Certificate/Immigration Papers
- \*Social Security Card
- \*Attendance Records
- \*Court documents relative to custody or name change
- \*Psychological Testing
- \*IEP and ETR/504 Reports
- \*Gifted Documentation
- \*Court documents relative to custody or name change

Mail to: Berkshire Board of Education  
P.O. Box 364  
Burton, OH 44021  
Fax: (440) 834-2058

Student(s) are registering to attend:  
 Berkshire Jr./Sr. High School  
 Burton Elementary  
 Ledgesmont Elementary

\_\_\_\_\_  
(School Authority Signature)

\_\_\_\_\_  
(Date)