



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 District/Building Transferring From)

Board Members
Bryan Wadsworth
President

(Street)

John Manfredi
Vice President

(City/State/Zip)

(PHONE) _____ (FAX) _____

Mary Hipp
Member

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

Jody Miller
Member

Linda Stone
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
 Ledgemont Elementary

(School Authority Signature)

(Date)