



Berkshire Local School District

Berkshire Board of Education (IRN #047167)
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
John Manfredi
President

(Street)

Jody Miller
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:

Linda Stone
Member

Bryan Wadsworth
Member

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

Student is: Open Enrolled Moved into District Court Placed

Please include the following:

Transcript of courses, grades, credits and/or current Report Card/Grades in Progress (including key to your grading system)	Birth Certificate/Immigration Papers
	Attendance Records
Student(s) withdrawal date	Court documents relative to custody or name change
Immunization and Health Records	Psychological Testing
Discipline/Behavior Records	IEP and ETR/504 Reports
ESL Related Documents	Gifted Documentation
All Testing Records – including, but not limited to: <ul style="list-style-type: none"> Standardized/Proficiency Test Scores MAP Testing Third Grade reading Guarantee Scores (for K-3 students) SAT/ACT scores and dates 	

Send records to:

Melissa Malkus at Berkshire Board of Education
melissa.malkus@berkshireschools.org (preferred)
Fax: (440) 834-2058

Student(s) are registering to attend:

- Berkshire Jr./Sr. High School
- Burton Elementary
- Ledgesmont Elementary

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. The Buckley Amendment states that school officials, including teachers within educational institutions and officials of other schools in the system in which the student may intend to enroll, may receive a student's records without consent for such a release.

(School Authority Signature)

(Date)

