

Consent for Release of Student Records

To Whom It May Concern:

**The student named below has registered at Highlands Community Learning Center.
Please release the records for:**

Student _____ Date of Birth _____
 Last First Initial

Address _____

City _____ State _____ Zip _____

Grade Level _____ School _____ School District _____

Address _____

City _____ State _____ Zip _____

School Phone (____) _____ School Fax (____) _____

Please forward the records identified below to:

Highlands Community Learning Center

Attn: Student Records

Highlands Community Learning Center

6909 Smoky Row Road

Worthington, Ohio 43235

Phone (614) 210-0830

Fax (614) 210-7201

I authorize the release of records including I.E.P. and M.F.E. records for the above named student.

Parent/Guardian Signature _____ **Date** _____

Please forward the following records:

- | | |
|---|---|
| <input type="checkbox"/> Transcript of All Grades and Credits | <input type="checkbox"/> Withdrawal Grades and Credits Received |
| <input type="checkbox"/> Ohio Proficiency Test Results | <input type="checkbox"/> Standardized Test Results |
| <input type="checkbox"/> Attendance Records | <input type="checkbox"/> Health Records |
| <input type="checkbox"/> Adoption/Custody Papers (if applicable) | <input type="checkbox"/> Psychological Reports (if applicable) |
| <input type="checkbox"/> I.E.P. and M.F.E. Records (if applicable) | <input type="checkbox"/> Vocational Evaluation (if applicable) |

If records are not available, please return this request indicating the following:

- | | |
|---|-----------------|
| <input type="checkbox"/> No Records Available | Reason(s) _____ |
| <input type="checkbox"/> Unable to Send Records | Reason(s) _____ |

If you have any questions please call the us at (614) 210-0830

***Written consent for release is no longer required when records are requested by authorized school personnel.
(Educational Amendments of 1974, "Protection of the Rights and Privacy of Parents and Students" Section
438, Subsection (b) (1), Parts A and B page 97).**