

HAMILTON LOCAL SCHOOLS - IRN 046953

775 Rathmell Rd., Columbus OH 43207

Request for Student Records

The student listed below is requesting admission to the Hamilton Local School District. Please release the school records, which include but are not limited to; academic records (including grades to date of withdrawal,) attendance records, student SSID # (for Ohio schools,) placement data, mental aptitude and achievement test data, OGT records, health/immunization records, psychological reports, and IEPs to aid in present and future educational decisions. Please fax or mail student records to the appropriate building as marked. Thank you.

_____ **Hamilton Twp. High School (9-12)**
 1105 Rathmell Road
 Columbus, OH 43207
 PH#: (614) 491-4741 FAX: (614) 492-1495

_____ **Hamilton Intermediate School (4-6)**
 765 Rathmell Road
 Columbus, OH 43207
 PH#: (614) 492-1047 FAX: (614) 492-1059

_____ **Hamilton Middle School (7-8)**
 755 Rathmell Road
 Columbus, OH 43207
 PH#: (614) 491-3468 FAX: (614) 491-0260

_____ **Hamilton Elementary School (K-3)**
 745 Rathmell Road
 Columbus, OH 43207
 PH#: (614) 491-1086 FAX: (614) 492-1499

All Special Education records should be sent directly to:

Hamilton Local School District
 Attn: Special Education Department
 775 Rathmell Road
 Columbus, OH 43207
 PH#: (614) 491-8044 FAX: (614) 491-8931

IMPORTANT: Please see the bottom of the page for the first official date of attendance in the Hamilton Local Schools.

The first official day is the first day a student was actually in attendance in our district – not the date enrolled. Please withdraw on a date that is at least one day earlier to avoid data errors.

Student Information

Parent/Guardian: Please complete information below.

Student's Full Legal Name: _____

Grade Level: _____ Birth Date: _____ Student is being enrolled at Hamilton Local Schools
 as a foster placement: _____ no _____ yes

Information for Last School Attended

School Name: _____

Address – Number and Street Name _____

City/State/Zip Code _____

Telephone # _____ Fax # _____

*Has this student attended multiple schools this year? _____yes _____ no

If yes, what are the names of the other schools? _____
 City/State _____

*Is this student currently expelled, under suspension, or recommended for expulsion from another school district? _____ yes _____ no If yes, please specify _____

X Parent/Guardian Signature: _____ Date: _____

Official first day of attendance in Hamilton Local Schools: _____

School Official: _____ Date Mailed/Faxed: _____

Note: Federal Law 99.31 allows for educational records to be sent to other educational agencies without parent's signature requirement. Law 815-828 states a copy of the requested records be forwarded within five school days after receipt of the request, notwithstanding, any financial debt owed by pupil.