

LIMA CITY SCHOOLS  
DR. EARL A. McGOVERN EDUCATION WING  
755 ST. JOHNS AVENUE  
LIMA, OH 45804

**REQUEST FOR RELEASE OF RECORDS**

**I hereby authorize the release of records for:**

**Student Name:** \_\_\_\_\_  
Last Name                      Maiden Name                      First Name                      M.I.

**Present Address:** \_\_\_\_\_  
Street                                      City                                      State                                      Zip

**Phone Number (in case we have questions about request:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **SS#:** \_\_\_\_\_

**School last attended:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Last Year of Attendance or Graduation Date:** \_\_\_\_\_

**Reason Requested:** \_\_\_\_\_ I have moved to \_\_\_\_\_ School District  
\_\_\_\_\_ I have Open Enrolled to \_\_\_\_\_ School District  
\_\_\_\_\_ College/Employment/Other: \_\_\_\_\_

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**Please release/send the following records:**

\_\_\_\_\_ Academic Work/Transcript                      \_\_\_\_\_ ALL Tests/Scores/Evaluations  
\_\_\_\_\_ Psychological Reports                      \_\_\_\_\_ Health/Immunization Records/Attendance  
\_\_\_\_\_ Personal Identifiable Data [includes birth certificate, SS, Limited English]

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**Please send requested information to:**

\_\_\_\_\_  
School/Business

**Attn:** \_\_\_\_\_

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

I understand that the district cannot assume responsibility for the confidentiality of educational information disclosed. I authorize you to release educational information regarding the student named above in the manner indicated:

\_\_\_\_\_  
School Official's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian/\*Students Signature  
\*Student must be 18 years of age to sign

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY:

Date Data Released: \_\_\_\_\_ By: \_\_\_\_\_

Date Copies Mailed: \_\_\_\_\_ By: \_\_\_\_\_

Last Lima City School Attended: \_\_\_\_\_ Incoming Grade Level \_\_\_\_\_