



South-Western City School District

Intermediate School Student Records Request

3805 Marlane Drive • Grove City, Ohio 43123 • (614) 801-3000 • www.swcsd.us

STUDENT INFO:

Today's Date: _____

Student's Full Legal Name: _____

Student's Date of Birth: _____

Last School Attended: _____ Phone: _____

Address: _____

City, State, Zip: _____ Fax: _____

Please fax or mail the following:

- ✓ Birth Certificate
- ✓ Official Transcript of Academic Work
- ✓ Grading Scale
- ✓ Student progress reports for present and past year
- ✓ Individual Career Plan Folder
- ✓ Test Scores – include Ohio Achievement Test Scores and diagnostic scores
- ✓ Attendance Records
- ✓ Health Records
- ✓ Evaluation Team Report (ETR), Individual Education Plan (IEP), 504 Plan, etc.
- ✓ Indicate any enrichment or special education classes

Your prompt assistance in forwarding this information is greatly appreciated.

PLEASE RETURN TO: (CHECK ONE)

Franklin Woods Intermediate

Student Records
1831 Finland Avenue
Columbus, Ohio 43223
Phone: (614) 801-8600
Fax: (614) 801-8601

Galloway Ridge Intermediate

Student Records
122 Galloway Road
Galloway, Ohio 43119
Phone: (614) 801-8850
Fax: (614) 851-2494

Hayes Intermediate

Student Records
4436 Haughn Road
Grove City, Ohio 43123
Phone: (614) 801-6200
Fax: (614) 801-6201

Holt Crossing Intermediate

Student Records
2706 Holt Road
Grove City, Ohio 43123
Phone: (614) 801-8700
Fax: (614) 801-8701

Park Street Intermediate

Student Records
3205 Park Street
Grove City, Ohio 43123
Phone: (614) 801-8800
Fax: (614) 801-8801

According to Federal Law (20 USC Sect. 1232g, commonly known as the Buckley Amendment) consent is not required in order for you to transfer these records. According to the Code of Federal Regulations (34 CFR 99.32a), such records are subject to disclosure to officials of another school or school system in which the student seeks or intends to enroll without the necessity of parental consent.
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