



South-Western City School District

Middle 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, mail or e-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 Standardized 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)

Brookpark Middle School

Student Records
2803 Southwest Boulevard
Grove City, Ohio 43123
Phone: (614) 801-3500
Fax: (614) 871-6512
bms.3500@swcsd.us

Finland Middle School

Student Records
1825 Finland Avenue
Columbus, Ohio 43223
Phone: (614) 801-3600
Fax: (614) 278-6334
fms.3600@swcsd.us

Jackson Middle School

Student Records
2271 Holton Road
Grove City, Ohio 43123
Phone: (614) 801-3800
Fax: (614) 871-0516
jms.3800@swcsd.us

Norton Middle School

Student Records
215 Norton Road
Columbus, Ohio 43228
Phone: (614) 801-3700
Fax: (614) 870-5528
nms.3700@swcsd.us

Pleasant View Middle School

Student Records
7255 Kropp Road
Grove City, Ohio 43123
Phone: (614) 801-3900
Fax: (614) 870-5530
pvms.8800@swcsd.us

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