



# South-Western City School District

## High 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
- ✓ Grades at time of withdrawal for current year (provide the percentage please)
- ✓ Individual Career Plan Folder
- ✓ Test Scores – include Ohio Graduation Test Scale 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)

**Central Crossing High School**

Student Records – Guidance Dept.  
4500 Big Run South Road  
Grove City, Ohio 43123  
Phone: (614) 801-6500  
Fax: (614) 875-1253  
cchs.6500@swcsd.us

**Franklin Heights High School**

Student Records – Guidance Dept.  
1001 Demorest Road  
Columbus, Ohio 43204  
Phone: (614) 801- 3200  
Fax: (614) 272-2321  
fhhs.3200@swcsd.us

**Grove City High School**

Student Records – Guidance Dept.  
4665 Hoover Road  
Grove City, Ohio 43123  
Phone: (614) 801-3300  
Fax: (614) 871-6563  
gchs.3300@swcsd.us

**Westland High School**

Student Records – Guidance Dept.  
146 Galloway Road  
Galloway, Ohio 43119  
Phone: (614) 801-7000  
Fax: (614) 853-0545  
whs.7000@swcsd.us

**South-Western Career Academy**

Student Records – Guidance Dept.  
4750 Big Run South Road  
Grove City, Ohio 43123  
Phone: (614) 801-3400  
Fax: (614) 801-6138  
swca.3400@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](http://www.swcsd.us)