



Upper Scioto Valley Local School
Office of Student Services

510 S. Courtright St.
P.O. Box 305
McGuffey, Ohio 45859
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High School/Jr. High: cshurley@usvschools.org

Elementary: ccompton@usvschools.org

REQUEST FOR STUDENT RECORDS

Student's Name: _____ Date of Request: _____

D.O.B.: _____ Grade: _____ During the _____ - _____ school year

To: OFFICE OF STUDENT RECORDS

School Name: _____

Address: _____

Phone: _____

Fax: _____

The student listed above is enrolling at Upper Scioto Valley Local School. Please mail, email or FAX a copy of his/her school records as listed below to the Office of Student Services at your earliest convenience:

- Transcript (with history of grades received and credits earned)
- Attendance records
- Withdrawal grades for courses in progress
- All standardized test results/scores (OGT, OAA, EOC, and Next Generation Assessments)
- Immunization and other health records
- Birth certificate & Social Security card (if available)
- I.E.P./Special Education information (if applicable)
- Custody documents (if applicable)
- 3rd Grade Reading Guarantee paperwork
- School IRN: _____ U.S.V. IRN: 047522
- Other: _____

Your prompt attention is greatly appreciated. Thank you.

Student Services Director/Principal

Date

Parent/Guardian

Date

It is not necessary for parents to sign a release when records are being passed from public school to public school according to the Family Educational Right to Privacy Act of 1974