

St. Henry Consolidated Local Schools

Request For Release or Transfer of School Records

Student Name _____

Date of Birth _____ Age _____ Grade _____

Student School Records Include:

Transcript of Grades
Testing Criteria
Medical Records
Birth Certificate
Special Education Records
Other Guidance Information

School Transferring To or From

Address

City

State

Zip

Send to:

____ St. Henry High School

391 E. Columbus St.

St. Henry, OH 45883

kremer.tera@sthenryschools.org

____ St. Henry Middle School

381 E. Columbus St.

St. Henry, OH 45883

westgerdes.jill@sthenryschools.org

____ St. Henry Elementary School

251 E. Columbus St.

St. Henry, OH 45883

schmitz.angie@sthenryschools.org

Parent/Guardian Signature

Date of Request

Building Principal Signature

Date

Note: New entrants at all grade levels will be required to present at the time of enrollment a birth certificate or other legal evidence of birth and proof of having received or being in process of receiving required immunizations. Proof of legal custody must be on file for those students who live with guardian, divorced parents, or other ordered custody appointments