

# BIG WALNUT

## LOCAL SCHOOL DISTRICT

### SCHOOL RECORDS REQUEST

I hereby authorize the principal of:

**SCHOOL** \_\_\_\_\_

**SCHOOL ADDRESS** \_\_\_\_\_

**PHONE NUMBER** \_\_\_\_\_ **FAX NUMBER** \_\_\_\_\_

Please send all personally identifiable data on file including current:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>- Academic Achievement Records</li> <li>- Aptitude Tests</li> <li>- Health Records</li> <li>- Attendance Records</li> <li>- Birth Certificate</li> <li>- Custody or Court Docs (if applicable)</li> </ul> | <ul style="list-style-type: none"> <li>- Speech Records</li> <li>- Psychological Records</li> <li>- I.E.P. Records/Multifactor Evaluation</li> <li>- Gifted Record</li> <li>- District IRN</li> <li>- Student Identification Number (SSID)</li> </ul> |
|--|---|

**STUDENT (S)**

**D.O.B.**

**GRADE**


**Please send the information to:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Big Walnut Elementary<br>Attn: Building Secretary<br>940 South Old 3C Highway<br>Sunbury, OH 43074<br>Phone: 740-965-3902<br>Fax: 740-965-3168  | <input type="checkbox"/> General Rosecrans Elementary<br>Attn: Building Secretary<br>301 South Miller Drive<br>Sunbury, OH 43074<br>Phone: 740-965-8900<br>Fax: 740-965-8993 | <input type="checkbox"/> Hulen Souders Elementary<br>Attn: Building Secretary<br>4121 Miller Paul Road<br>Galena, OH 43021<br>Phone: 740-965-3200<br>Fax: 740-965-3986        |
| <input type="checkbox"/> Harrison Street Elementary<br>Attn: Building Secretary<br>70 Harrison Street<br>Sunbury, OH 43074<br>Phone: 740-965-7850<br>Fax: 740-965-7851   | <input type="checkbox"/> Big Walnut Middle School<br>Attn: Building Secretary<br>777 Cheshire Road<br>Sunbury, OH 43074<br>Phone: 740-965-3006<br>Fax: 740-965-6471          | <input type="checkbox"/> Big Walnut Intermediate Building<br>Attn: Building Secretary<br>105 Baughman Street<br>Sunbury, OH 43074<br>Phone: 740-965-7800<br>Fax: 740-965-7801 |
| <input type="checkbox"/> Big Walnut High School<br>Attn: Building Secretary<br>555 South Old 3C Highway<br>Sunbury, OH 43074<br>Phone: 740-965-3766<br>Fax: 740-965-1954 |  |   |

**Big Walnut Local School District IRN #: 046748**

According to the Final Regulation-Family Educational Rights and Privacy Act (Final Rule on Education Records, Federal Register, June 18, 1976, Vol. 41, No. 118, 24673), it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including parents within the educational institution and officials of other school systems in which the student may intend to enroll, may receive a students' record without written consent for such release.

**OFFICE USE ONLY: STUDENT START DATE** \_\_\_\_\_