



Copley-Fairlawn City School District  
3797 Ridgewood Road  
Copley, OH 44321-1665  
(330) 664-4800 (Board of Education)  
(330) 664-4855 (Pupil Services)  
Fax: (330) 664-4811

**FORM F**  
**RECORD RELEASE**  
**NEW OR WITHDRAWING STUDENT**

**Please release all school records including:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Cumulative records (including attendance and discipline records)            |
| <input type="checkbox"/> | Transcripts   |
| <input type="checkbox"/> | Health Records  |
| <input type="checkbox"/> | Group test scores—Achievement/OAT/OAA/OGT Scores                            |
| <input type="checkbox"/> | Ohio Test of English Language Acquisition (OTELA) Scores or Equivalent      |
| <input type="checkbox"/> | K-RAL Scores (if available)   |
| <input type="checkbox"/> | Psychological reports and Multi-Factored Evaluations (M.F.E.)               |
| <input type="checkbox"/> | Individualized Education Programs (I.E.P.)                                  |
| <input type="checkbox"/> | Functional Behavior Assessments (FBA) and Behavior Intervention Plans (BIP) |
| <input type="checkbox"/> | Related special educational forms, as applicable                            |
| <input type="checkbox"/> | 504 Plan  |
| <input type="checkbox"/> | Discipline Files  |

**Please send to:**

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Copley High School<br>3807 Ridgewood Road<br>Copley, OH 44321<br>(330) 664-4822<br>FAX: (330) 664-4951       | <input type="checkbox"/> Copley-Fairlawn Middle School<br>1531 S. Cleve-Mass. Road<br>Copley, OH 44321<br>(330) 664-4875<br>FAX: (330) 664-4912 | <input type="checkbox"/> Arrowhead Primary School<br>1600 Raleigh Blvd.<br>Copley, OH 44321<br>(330) 664-4885<br>FAX: (330) 664-4927 |
| <input type="checkbox"/> Fort Island Primary School<br>496 Trunko Road<br>Fairlawn, OH 44333<br>(330) 664-4890<br>FAX: (330) 664-4921 | <input type="checkbox"/> Herberich Primary School<br>2645 Smith Road<br>Akron, OH 44333<br>(330) 664-4991<br>FAX: (330) 664-4989                | <input type="checkbox"/> Pupil Services Dept.<br>3797 Ridgewood Road<br>Copley, OH 44321<br>(330) 664-4855<br>FAX: (330) 664-4811    |

Student's Name \_\_\_\_\_  
Last Grade Attended \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Signature of Parent/Legal Guardian \_\_\_\_\_

**NEW STUDENTS ONLY**

Former School \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address \_\_\_\_\_  
Date withdrawn from above school \_\_\_\_\_ Date Entered Above School \_\_\_\_\_

**WITHDRAWN STUDENTS ONLY**

New School \_\_\_\_\_  
Address \_\_\_\_\_  
Date withdrawn (Last day attended) \_\_\_\_\_

**School Use Only**

_____ Records Requested	_____ Records Received
_____ Records Sent	_____ Release Form (copy sent to Director of Pupil Personnel)
_____ Special Education Records (copy sent to Director of Pupil Personnel)	

Neither state nor federal law requires consent or parental signature to transfer student records to an educational institution for legitimate educational purposes. O.R.C. 3319.321 (c) 20USCA 1232g(b)(1)(B)