



East Dayton Christian School - *Equipping for Leadership & Service*

REQUEST FOR STUDENT RECORDS

Please send appropriate records including:

- Report Card, Transcripts
- Standardized test scores, end of course test scores, proficiency test scores
- Discipline records
- Attendance records
- Evaluation Team Report (ETR) and any IEP/504 Plan or School Accommodation plan (if applicable)
- Student Recommendation form for admissions
- Birth Certificate
- Immunization Records
- SSID #

Send Student Records to:

East Dayton Christian School Admissions
 999 Spinning Rd. Dayton, OH 45431
 Phone: 937-252-5400 Fax: 937-258-4099
 edcs@eastdaytonchristian.org

Fill in the required information, sign and submit this form with your application. Enrollment is considered incomplete without records.

Student Name: _____ Current Grade _____

Date of Birth: _____

Student Address: _____
Street City Zip

I, _____ the parent/guardian of _____ request that

Current School _____

Current School Address _____
City State Zip

Provide copies of school record information to East Dayton Christian School for the school's admission process. The records should include copies of all school records including birth certificate, immunization records, standardized test scores, latest quarter grade report cards, attendance records, discipline records, IEP/ETR reports (if applicable) and End of Course Exam scores. These records will be used for consideration of admissions and appropriate education placement.

Signature of parent or legal guardian _____ Date _____

Parents/guardians may inspect the records transferred or received. Records transferred by authorization of this release will NOT be released to another person, out of district school, or agency other than the one listed above without written notification to the parent or guardian.