

**EASTERN LOCAL SCHOOLS  
STUDENT RECORD REQUEST  
District IRN 046037**

\_\_\_\_ Eastern High School  
11557 US Highway 62  
Winchester, Ohio 45697

ATTN: Records  
Phone: 937-695-9913  
FAX: 937-695-0303

\_\_\_\_ Eastern Middle School  
11519 US Highway 62  
Winchester, Ohio 45697

ATTN: Records  
Phone: 937-695-1249  
FAX: 937-695-1299

\_\_\_\_ Russellville Elementary School  
239 W. Main Street  
Russellville, OH 45168

ATTN: Records  
Phone: 937-377-4771  
FAX: 937-377-9110

\_\_\_\_ Sardinia Elementary School  
7742 Tri County Hwy  
Sardinia, Ohio 45171

ATTN: Records  
Phone: 937-446-2250  
FAX: 937-446-3518

Please release all appropriate past and present academic, discipline, medical, confidential and special education records (including psychological information, diagnostic summaries, IEP's, etc.) on the student named below: Records should be sent to the school address indicated above.

Student Name	Birthdate	Grade
Signature of Parent/Guardian	Relationship	Date

Student is enrolling under open enrollment: \_\_\_\_\_ No \_\_\_\_\_ Yes

Name and address of school releasing records:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_  
FAX: \_\_\_\_\_

ELSD Start Date \_\_\_\_\_  
Date Records Requested \_\_\_\_\_  
Request Was Faxed \_\_\_\_\_  
Request Was Mailed \_\_\_\_\_