

AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS

Bedford City School District * 475 Northfield Road * Bedford, OH 44146
Phone: 440.439.4356 * Fax: 440.439.3485 **** DATE FAXED: ____/____/____

SECTION I: STUDENT INFORMATION

This form provides authorization to release educational records and information relating to:

STUDENT NAME: _____ DOB: ____/____/____ YR. WITHDRAWN: _____
MAIDEN NAME: _____ GRADUATION YR: _____

ADDRESS: _____ PHONE: () _____
Street City State/Zip

SECTION II: DISCLOSURE AND USE OF EDUCATIONAL RECORDS

I hereby give my permission to the following school district:

SCHOOL NAME: Bedford City School District PHONE: (440) 439-1500
ADDRESS: 475 Northfield Road Bedford OH 44146 FAX: (440) 439-3485
Street City State/Zip

To disclose educational records for the above-referenced student and information in the manner described below to the following:

Name	Address	Phone/Fax

SECTION III: DESCRIPTION OF EDUCATIONAL RECORDS AND INFORMATION TO BE DISCLOSED

Check the educational records and/or information you are authorizing to be disclosed: ALL records listed below

- | | |
|--|--|
| <input type="checkbox"/> Academic Records/Transcript of Credits and Grades | <input type="checkbox"/> 504 Plan/504 Evaluation |
| <input type="checkbox"/> Test Scores | <input type="checkbox"/> Gifted/Talented Program Information |
| <input type="checkbox"/> Attendance Records | <input type="checkbox"/> Limited English Proficient Records |
| <input type="checkbox"/> Health Records & Immunization Records | <input type="checkbox"/> Birth Record/Birth Certificate |
| <input type="checkbox"/> Evaluation Team Reports (ETR) and supporting Data/Assessments | <input type="checkbox"/> Custody documents (if applicable) |
| <input type="checkbox"/> Individualized Education Plan (IEP) | <input type="checkbox"/> Other pertinent information _____ |

SECTION IV: PURPOSE OF AUTHORIZATION

The purpose of this disclosure of education records or information is:

- Aid in making present and future educational decisions Other: _____

SECTION V: EXPIRATION AND REVOCATION

This authorization may be revoked (canceled) at any time except to the extent that the District has already released personal information prior to the revocation of this authorization. Requests for revocation must be in writing. To revoke the authorization, contact the Pupil Services Department at 475 Northfield Road, Bedford, OH 44146. If not revoked, this authorization will expire one year after the date on which the authorization is signed.

SECTION VI: SIGNATURE AND ACKNOWLEDGEMENT

I acknowledge that this authorization is voluntary and that I may request a copy of this document.

SIGNATURE REQUIRED:

PARENT/GUARDIAN/STUDENT IF 18 RELATIONSHIP TO STUDENT / /
DATE

Transcripts

An Official Transcript is ...

DEFINITION: An official transcript is one that has been received from the issuing institution. It must bear the institution's seal, date issued, and an appropriate signature. Transcripts received that do not meet these requirements will not be considered official and will be routinely rejected for any permanent use.

REQUIREMENTS: Issuing institutions consider the following to be significant criteria that authenticate a transcript:

- Was it sent directly from the institution's transcript office?
- Does it bear an institutional seal and an authorized signature?
- Is it recently dated?

WHAT ARE UNOFFICIAL DOCUMENTS? Records that may have been in the hands of the student, such as student copies of transcripts, letters of recommendation, grade reports, diplomas, or graduation lists are not official.

Obtaining a Transcript

To obtain your OFFICIAL/UNOFFICIAL TRANSCRIPT from Bedford High School you must provide: (**PLEASE NOTE:** If you graduated within the past 10 years, your high school transcript can be obtained from Bedford High School, 480 Northfield Road, Bedford, OH 44146. If your graduation date has been over 10 years, requests should be sent to the Bedford Board of Education, 475 Northfield Road, Bedford, OH 44146.)

- Your year of graduation or years of attendance.
- The name you used at the time of your attendance.
- A completed *Authorization to Release Educational Records* form
- A \$5.00 money order made out to **Bedford City Schools**, or cash, for each transcript you wish to have processed (both official and unofficial).
- The name and address of the institution or person to whom you wish it to be sent.
- Your current phone number.

To obtain an Unofficial Transcript (sent directly to the student) from Bedford High School, you must:

- Follow all of the above instructions.
- Add a copy of your current driver's license for identification purposes.
- Attach a note which has your signature and states the address at which you lived while attending high school.

Please note:

- You are issued a diploma at the time of graduation. If you lost your diploma, we cannot re-issue another one.
- If you owed fees at the time of graduation, we cannot release an official transcript until the fees are paid.