

RECORDS RELEASE REQUEST

- Lakeside High School Guidance**
6600 Sanborn Rd
Ashtabula, OH 44004
Phone: 440.993.2528
Fax: 440.993.2484
Email: tamara.potter@aacs.net
- Lakeside Junior High School**
6620 Sanborn Rd
Ashtabula, OH 44004
Phone: 440.993.2618
Fax: 440.993.2647
Email: diane.gentile@aacs.net
- Lakeside Erie Intermediate School**
2306 Wade Ave
Ashtabula, OH 44004
Phone: 440.992.1260
Fax: 440.992.1262
Email: sheryl.cerni@aacs.net
- Lakeside Superior Intermediate School**
2308 Wade Ave
Ashtabula, OH 44004
Phone: 440.992.1270
Fax: 440.992.1272
Email: carmella.gardner@aacs.net
- Lakeside Huron Primary School**
2300 Wade Ave
Ashtabula, OH 44004
Phone: 440.992-1230
Fax: 440.992-1232
Email: patricia.mcneil@aacs.net
- Lakeside Ontario Primary School**
2302 Wade Ave
Ashtabula, OH 44004
Phone: 440.992-1240
Fax: 440.992-1242
Email: kathleen.manyo@aacs.net
- Lakeside Michigan Primary School**
2304 Wade Ave
Ashtabula, OH 44004
Phone: 440.992-1250
Fax: 440.992-1252
Email: mary.duff@aacs.net
- AACS Early Learning Center**
2630 W 13th Street
Ashtabula, OH 44004
Phone: 440.992.1280
Fax: 440.992.1222
Email: nicole.smith@aacs.net
- Central Registration Office**
2630 W 13th Street
Ashtabula, OH 44004
Phone: 440.992-1234
Fax: 440.992-1232
Email: amanda.steel@aacs.net

Date of 1st Request _____ 2nd Request _____

Parent/Guardian: Please fill in '**BOLD**' boxes only:

(From) School: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

**← SCHOOL RECEIVING REQUEST: Please mail, E-mail, or Fax
all pertinent school records to the school checked. If none checked, send to
Central Registration Office.
Attention: SCHOOL RECORDS**

Student Name: _____

Student Date of Birth: _____

Please provide SSID: _____

We are requesting the following records to aid in present and future educational decisions:

- | | |
|--|--|
| <input type="checkbox"/> All items in student's file | <input type="checkbox"/> Transcript of Previous Credits/Grades |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Withdrawal Grades |
| <input type="checkbox"/> IEP | <input type="checkbox"/> Standardized Testing Information |
| <input type="checkbox"/> ETR | <input type="checkbox"/> Career Passport |
| <input type="checkbox"/> Immunization/Health Record | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Dates of Attendance | _____ |
| <input type="checkbox"/> SS # | _____ |
| <input type="checkbox"/> Custody Papers | _____ |

According to the Final Regulations-Family Rights and Privacy Act, Buckley Amendment, it is no longer necessary to obtain written consent to release records between schools. It states that school officials may receive a student's records without consent for such release. However, it is the intention of the Ashtabula Area City School District to obtain signatures upon registration.

Parent Signature _____ **Date** _____

Comments: _____