



READING COMMUNITY CITY SCHOOLS

Student Records Request

Please release all appropriate past and present academic, discipline, medical, confidential and special education records (including psychological information, diagnostic summaries, IEPs, ETRs, etc.) on the student named below. Records should be mailed, faxed, or emailed to the address listed below.

Student Name Birth date Grade
Signature of Parent/Guardian Relationship Date

Name and address of school releasing records:

Phone:
Fax:
Contact:

The following is to be filled out by the prior school: Last Day Student Attended:

District IRN Number: Student SSID Number:

If Applicable:

The records for the above student CANNOT be released because (check all that apply):

- Fees due (Amount owed: )
Graded incomplete
No records available
Books not returned (Titles):

If the student has been expelled, please include details of expulsion (reason and dates):

Signature/Title of person completing form Date

Reading High School

810 E. Columbia Ave
Reading, OH 45215
Fax: 513-483-6766
Email records to: kbell@readingschools.org

Reading Hilltop Elementary

2236 Bolser Dr
Reading, OH 45215
Fax: 513-483-6772
Email records to: jquarry@readingschools.org

Reading Middle School

230 Halker Ave
Reading, OH 45215
Fax: 513-842-5146
Email records to: bdavis@readingschools.org

Reading Central Elementary

1301 Bonnell Ave
Reading, OH 45215
Fax: 513-483-6792
Email records to: hmattingly@readingschools.org