

**COLUMBUS PREPARATORY ACADEMY  
STUDENT RECORDS REQUEST**

Child's Full Legal Name \_\_\_\_\_  
(as written on birth certificate)      First Name                                      Middle Name                                      Last Name

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_      Student's Current Grade: \_\_\_\_\_      Student's Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of Last School Attended \_\_\_\_\_

School Phone Number \_\_\_\_\_ School Fax Number \_\_\_\_\_

**I give permission for the release of my child's student records to Columbus Preparatory Academy for the purpose of enrollment in the 2017-18 school year and to aid in present and future educational decisions.**

**Please include all relevant records including:**

- SSID Number
- Attendance & Truancy Records
- Immunization/Medical Records
- Birth Certificate
- Custody Papers (if applicable)
- Official Transcripts/Report Cards/Grades (Sealed for Grades 9-12)
- Individualized Education Plan (IEP), Multifactorial Evaluation (MFE), and Behavior Intervention Plan (504)
- Pupil Personnel & Special Services
- Permanent/Cumulative Records
- Standardized Test Scores
- Academic or Disciplinary Intervention
- ESL/ELL Reports
- Directory Information
- Suspension and/or Expulsion Reports

**Please send all records to:**                                      Admission Department  
c/o Columbus Preparatory Academy  
3330 Chippewa Street  
Columbus, OH 43204  
(614) 275.3600 phone  
(614) 275.3601 fax  
info@columbuspreparatory.org

\_\_\_\_\_  
*Student Name (if 18 or older)*                                      *Student Signature*                                      *Date*

\_\_\_\_\_  
*Legal Guardian (of student under 18 years of age)*      *Legal Guardian Signature*                                      *Date*

**OHIO REVISED CODE OHIO STATUS 3319.32.1**  
Nothing shall prevent the transfer of a student's record (this includes transcripts and IEP's) to an educational institution for a legitimate educational purpose. A parent, legal guardian, or a person 18 years or older can request transcripts upon withdrawal from one public school district for the purpose of attending another school. This is a State Law and must be followed.

