



# Worthington Adventist Academy

870 Griswold Street  
Worthington, Ohio 43085  
Phone: 614-885-9525  
Fax: 614-885-9501

secretary@worthingtonadventistacademy.com

## Records Request Form

Date of Request: \_\_\_\_\_

Student Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Enrollment Date: \_\_\_\_\_

Withdraw Date: \_\_\_\_\_

## Sending School

\_\_\_\_\_  
School Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Fax

Please complete the form, make a copy for your records and return it with the student records requested below.

### CUMULATIVE RECORD INFORMATION

- \_\_\_ Transcript/Report Card
- \_\_\_ Standardized Test Scores
- \_\_\_ Immunization Records/Health Records
- \_\_\_ Vision/Hearing Screening

### SPECIAL EDUCATION RECORDS

- \_\_\_ Psychological Test Scores and Records
- \_\_\_ Observation Reports
- \_\_\_ IEP (Individualized Education Program)
- \_\_\_ ETR (Evaluation Team Report)

*In accordance with the Family Education Rights and Privacy Act date June 17, 1976, parental permission is no longer required when records are requested by authorized school personnel.*

\_\_\_\_\_  
(School Personnel)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

Worthington Adventist Academy recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. This policy is applicable in all school programs and activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.