

WILMINGTON CITY SCHOOLS (IRN 045112) RELEASE OF CONFIDENTIAL RECORDS

Student's Legal Name _____ Grade _____

Birthdate _____ Date of Enrollment _____ Start Date _____

Complete name, address, phone and fax number of last school student attended and district:

Building _____ Phone _____

District _____ Fax _____
Ohio District IRN _____

Please release all appropriate information listed below to the school and/or Pupil Services Department.

- Academic records, grade cards and transcripts, RIMP, Standardized test scores, SSID #
- Attendance records, Health records, Any emergency health care plans
- Any additional pertinent information including additional medical information

_____ Denver Place Elementary
291 Lorish Avenue, Wilmington, OH 45177
(937) 283-7576 Fax (937) 383-2711

_____ Wilmington Middle School
275 Thorne Avenue, Wilmington, OH 45177
(937) 283-7443 Fax (937) 382-3295

_____ East End Elementary
769 Rombach Avenue, Wilmington, OH
(937) 283-7629 Fax (937) 382-2872

_____ Wilmington High School
300 Richardson Place, Wilmington, OH 45177
937-283-7208 Fax (937) 382-1139

_____ Holmes Elementary
1350 W. Truesdell Street, Wilmington, OH 45177
(937) 283-7700 Fax (937) 382-2881

Note: Academic records can be emailed to janene.dunn@wilmington.k12.oh.us

_____ Special Education Records to Pupil Services Department
Attn: Diane Hertlein, Case Mgr.
diane.hertlein@wilmington.k12.oh.us
341 S. Nelson Ave., Wilmington, OH 45177
(937)283-7385 Fax (937)382-1645

Special Notes

- Individual Education Plan (IEP)
- Psychological Testing Results
- Evaluation Team Report (ETR)
- Written Education Plan (WEP-Gifted)
- 504 Plan

Any Questions – Contact Janene Dunn, District Registrar, EMIS Coordinator (937) 382-7410 Fax (937)283-7474
janene.dunn@wilmington.k12.oh.us

Parental permission is no longer required when records are requested by authorized school personnel.
(Family Educational Rights and Privacy Act Volume 41, No. 11B, Page 24673)

Parent/Guardian signature _____ Date _____

OFFICE USE ONLY

Date faxed or mailed to previous school _____ Date records received in building _____