



Annunciation Catholic School

Request for Release or Transfer of School Records

Mr. Tony Ertel,
Principal

Fr. Todd Grogan,
Pastor

Dr. Sandra Chakeres,
Director of Faith Formation

Parents: Please complete this form and deliver a signed copy to the previous school or preschool office as soon as possible. Thank you!

This form is provided for the purpose of releasing a student's records. By signing this release, a parent, legal guardian, or the student involved who is over 18 years of age, will expedite the transfer of records to another school for enrollment in that school. This includes or allows for verbal or written exchange of ideas, records and observations for the undersigned student.

SCHOOL NAME _____ DATE _____

I, _____ (Parent/Guardian/Adult Student) do hereby give my permission for all school records:

Student Name	Current Grade
_____	_____
_____	_____
_____	_____
_____	_____

To be released to: Annunciation Catholic School
 3545 Clifton Avenue
 Cincinnati, Ohio 45220

By signing this request for transfer, I relieve the school, which the above named student was attending of the responsibility of notifying me that the records are being transferred. This authorizes transfer of all school records (as defined by PL 93-380 and any amendments thereto.)

Signature of Parent/Guardian/Adult Student