



# Records Request Authorization for Release of School Information

Information is requested for:

Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of last school attended: \_\_\_\_\_

Address of last school attended: \_\_\_\_\_

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

Last grade attended: \_\_\_\_\_

*The student named above has been enrolled in the Berea City School District. The release of the following school records is requested:*

- All educational records
- Academic records
- Assessment records
- Attendance records
- Other: \_\_\_\_\_
- Health records
- Immunization records
- 504 Plan / Evaluation
- Evaluation Team Report (ETR)
- Individual Education Plan (IEP)
- English Language Learner Records
- Gifted and Talented Records

Please send the records requested above to the appropriate school in the Berea City School District.

- Big Creek Elementary**  
Karen Murray  
[kmurray@bereaschools.org](mailto:kmurray@bereaschools.org)  
216-898-8303
- Berea-Midpark Middle School**  
Marge Rinas  
[mrinas@bereaschools.org](mailto:mrinas@bereaschools.org)  
216-676-8400
- J & G Snow School**  
Bonnie Zeiger  
[bzeiger@bereaschools.org](mailto:bzeiger@bereaschools.org)  
440-260-8251
- Brook Park Elementary**  
Bonnie Hnytka  
[bhnytka@bereaschools.org](mailto:bhnytka@bereaschools.org)  
216-898-8307
- Berea-Midpark High School**  
Bridget Knight  
[bknight@bereaschools.org](mailto:bknight@bereaschools.org)  
216-898-8900
- BCSD Pupil Services**  
Sharon Jones  
[sjones@bereaschools.org](mailto:sjones@bereaschools.org)  
216-898-8300
- Grindstone Elementary**  
Garnet Golightley  
[ggolightley@bereaschools.org](mailto:ggolightley@bereaschools.org)  
216-898-8305

*Records released to the school listed above are not to be released to another person or agency without the written consent of the parent, legal guardian or legal aged person. Parents, legal guardians or legal aged students may request a copy of the records being released as specified above to be sent to them; however, if copies are released to them, the school district is relieved of responsibility for confidentiality of those records.*

Indicated by my signature below, I consent to the release of these records to the Berea City Schools.

\_\_\_\_\_  
Signature of Parent/Guardian or Student (if 18 years of age)

\_\_\_\_\_  
Date