



# Medina City Schools

777 E. Union Street  
Medina OH 44256

Phone: (330) 636-3210/Fax: (330) 636-3802

## Records Request

*Please note: Educational Records (including transcripts) may include academic and other personally identifiable information such as date and place of birth, graduation date, grades and class rank. Except as provided by law, records are only released upon prior written consent of the student or the student's legal guardian.*

### Please be aware of the following:

1. Allow 3-5 days for ALL records requests (including transcripts).
2. Use a separate form for each different mailing address to which records are to be sent. There will be a separate charge for each request.
3. Include a \$2.00 processing fee for each form submitted. Make checks payable to Medina City Schools.

*No Charge to email or fax during COVID*

I hereby authorize the Medina City Schools to release the educational records (as indicated below).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Records to be released (check those that apply):

- Official Transcript (needs to be in a sealed envelope)
- Unofficial Transcript
- Special Education Records (ETR/MFE and Most recent IEP)

\_\_\_\_\_  
Student first name

\_\_\_\_\_  
Student Last Name

\_\_\_\_\_  
(Maiden/Former Name)

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Date of Graduation

\_\_\_\_\_  
Student Email Address

### Please specify:

- I will pick up records. Call me when ready.  
Phone \_\_\_\_\_
- Please mail or fax (circle one) records to the recipient listed below.

Forward records to: (Please print clearly)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email or Fax:

*(Email of Fax is preferred during COVID)*

### For Office Use Only

Transcript Fee Paid \_\_\_\_\_

Records Sent \_\_\_\_\_

Unable to process(reason):

\_\_\_\_\_  
\_\_\_\_\_

Click to submit or email to  
kuickc@medinabees.org