



1101 S.O.M. Center Road ~ Mayfield Hts., OH 44124 ~ Tel: 440-995-6800 ~ Fax: 440-995-7205

**AUTHORIZATION FOR RELEASE OF SCHOOL RECORDS**

TO: \_\_\_\_\_  
Name of Previous School Phone Fax  
\_\_\_\_\_  
Address City, State, Zip

*The following student has enrolled in the Mayfield City School District.  
You are authorized to release the records for the following student:*


Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_  
Street Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_  
Phone: \_\_\_\_\_

I HEREBY REQUEST THAT ALL RECORDS BE RELEASED FOR MY CHILD, INCLUDING, BUT NOT LIMITED TO:

- Educational Records (Transcripts, Report Cards, Achievement Test Scores; OGT Scale Scores, etc.)
- Attendance Records
- Health Records/Immunizations
- IEP, MFE, 504 Plan, Psychological Reports and related Special Education Reports
- Other (please specify) \_\_\_\_\_

The purpose of this authorization:

- To aid in making present and future education decisions
- Other (please specify) \_\_\_\_\_

 \_\_\_\_\_  
Parent/Guardian Signature Date

**ELEMENTARY Grades K-5**  
**Send Records to:**  
**Mayfield Board of Education**  
1101 S.O.M. Center Rd.  
Mayfield Hts., OH 44124  
Phone: 440-995-7243  
Fax: 440-995-7205  
Lcantrell@mayfieldschools.org

**MIDDLE SCHOOL Grades 6-8**  
**Send Records to:**  
**Mayfield Middle School**  
1123 SOM Center Rd.  
Mayfield Hts., OH 44124  
Phone: 440-995-7807  
Fax: 440-449-1413  
ckerr@mayfieldschools.org

**HIGH SCHOOL Grades 9-12**  
**Send Records to:**  
**Mayfield High School**  
6116 Wilson Mills Rd.  
Mayfield Village, OH 44143  
Phone: 440-995-6820  
Fax: 440-995-6805  
lkraft@mayfieldschools.org

*Mayfield City Schools is enrolled in Infinite Campus National Records Exchange.  
If your school participates in this program through Infinite Campus,  
please contact the Mayfield Board of Education Registrar, Laura Cantrell.*