



AUTHORIZATION TO RELEASE EDUCATIONAL RECORDS

Ohio School for the Deaf * 500 Morse Road * Columbus, OH 43214
Phone: 614-468-8713 * Fax: 614-728-4060

SECTION I: STUDENT INFORMATION

This form provides authorization to release educational records and information relating to:

STUDENT NAME: _____ DOB: ____/____/____ YR. WITHDRAWN: _____
GRADUATION YR: _____
MAIDEN NAME: _____

ADDRESS: _____ PHONE: () _____
Street City State/Zip

SECTION II: DISCLOSURE AND USE OF EDUCATIONAL RECORDS

I hereby give my permission for the Ohio School for the Deaf, 500 Morse Road, Columbus OH, 43214:

To disclose educational records for the above-referenced student and information in the manner described below to the following:

Name	Address	Phone/Fax

SECTION III: DESCRIPTION OF EDUCATIONAL RECORDS AND INFORMATION TO BE DISCLOSED

Check the educational records and/or information you are authorizing to be disclosed: ALL records listed below

- Transcript of Credits and Grades (official or unofficial)
- Academic Records
- Attendance Records
- Test Scores
- Audiological Report
- Individualized Education Plan (IEP)
- Evaluation Team Reports (ETR) & supporting Data/Assessments
- Other pertinent information

SECTION IV: PURPOSE OF AUTHORIZATION

The purpose of this disclosure of education records or information is:

to help in making present & future educational decisions Other _____

SECTION V: EXPIRATION AND REVOCATION

This authorization may be revoked (canceled) at any time except to the extent that the District has already released personal information prior to the revocation of this authorization. Requests for revocation must be in writing. To revoke the authorization, contact the school office at 500 Morse Road, Columbus, OH 43214. If not revoked, this authorization will expire one year after the date on which the authorization is signed.

SECTION VI: SIGNATURE AND ACKNOWLEDGEMENT

I acknowledge that this authorization is voluntary and that I may request a copy of this document.

Signature Required

Parent/Guardian/Student if age 18 & older Relationship to Student Date

For official use only:

Date received _____ Date Completed _____ Staff initials _____

Transcripts

An Official Transcript is ...

DEFINITION: An official transcript is one that has been received from the Ohio School for the Deaf. It must have OSD's seal, date issued, and an appropriate signature. Transcripts received that do not meet these requirements will not be considered official and will be routinely not be accepted for any permanent use.

REQUIREMENTS: Issuing institutions consider the following to be significant criteria that verify and authenticate an official transcript:

Was it sent directly from the institution's (OSD) transcript office?

Does it bear an institutional seal and an authorized signature?

Is it recently dated?

WHAT ARE UNOFFICIAL DOCUMENTS? Records that may have been in the hands of the student, such as student copies of transcripts, letters of recommendation, grade reports, diplomas, or graduation lists are not official.

Obtaining a Transcript from the Ohio School for the Deaf

To obtain your **OFFICIAL TRANSCRIPT** from the Ohio School for the Deaf, you must provide:

A completed *Authorization to Release Educational Records* form (mailed or faxed).

Your year of graduation or years of attendance.

The name you used at the time of your attendance.

The name and address of the institution or person to whom you wish the transcript to be sent.

Your current phone or videophone number

To obtain an **UNOFFICIAL TRANSCRIPT** (sent directly to the student) from the Ohio School for the Deaf, you must:

Follow all of the above instructions.

Also, add a copy of your current driver's license for identification purposes

And attach a note with your signature and states the address at which you lived while attending high school.

Please note:

If you graduated from OSD, you were issued a diploma at the time of graduation. If you lost your diploma, we cannot re-issue another one. If you owed fees at the time of graduation, we cannot release an official transcript until the fees are paid.