



## REQUEST FOR TRANSFER OF RECORDS

This form must be completed for all incoming 1st through 8th grade students.

This form is provided for the purpose of obtaining or releasing a student's school records. By signing this release, a parent or legal guardian will expedite the transfer of records to another school for enrollment purposes.

Release records to:

Our Lady of the Visitation School  
3180 South Road  
Cincinnati, Ohio 45248  
Phone - 513-347-2222  
Fax - 513-347-2225

Name of Student: \_\_\_\_\_

School Student is Leaving: \_\_\_\_\_ Grade: \_\_\_\_\_

Address of School: \_\_\_\_\_

School Phone Number: \_\_\_\_\_ School Fax Number: \_\_\_\_\_

I hereby authorize the transfer of all school records as defined by PL-93-380 and any amendments thereto the above named student.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_