



REQUEST FOR TRANSFER OF SCHOOL 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

Name of Student: _____

School Student is Leaving: _____ Grade: _____

Address of School: _____

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: _____