



**Board of Education**  
1824 Harris Road  
Sheffield, OH 44054  
PH: 440-949-6181  
Fax: 440-949-4204  
www.sheffieldschools.org

**Brookside High School**  
1662 Harris Road  
Sheffield, OH 44054  
PH: 440-949-4220

**Brookside Middle School**  
1662 Harris Road  
Sheffield, OH 44054  
PH: 440-949-4228

**Brookside Intermediate School**  
1812 Harris Road  
Sheffield, OH 44054  
PH: 440-949-4237  
FAX: 440-949-4279

**Forestlawn Elementary**  
3975 Forestlawn Avenue  
Sheffield Lake, OH 44054  
PH: 440-949-4238

**Knollwood Elementary**  
4975 Oster Road  
Sheffield, OH 44054  
PH: 440-949-4234

## **RELEASE OF/REQUEST FOR INFORMATION**

Date of Request \_\_\_\_\_

Name and Address of Previous School:

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

\_\_\_\_\_, in grade \_\_\_\_\_, has enrolled in the Sheffield-Sheffield Lake City Schools.  
(Student's Full Name) (Student's Grade)

Please send school records (as indicated below) to:

Brookside Intermediate School  
1812 Harris Rd.  
Sheffield Village, Ohio 44054  
Phone: 440.949.4237 Fax: 440.949.4279  
gwesebaum@sheffieldschools.org  
District IRN#044768

### **Cumulative Record Information**

Report Card (Transcript) including grades in progress  
Standardized Test Scores  
Health Records including Immunization Records  
Vision/Hearing Screenings  
Ohio Test History

### **Special Education Records\***

Psychological Test Scores and Reports  
Observation Reports  
IEP/ETR Documents and any supporting documentation  
\*If these records are available from another department  
please forward this request.

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

Date \_\_\_\_\_

\_\_\_\_\_  
School Designee Signature

Date \_\_\_\_\_