



**ST. MARY SCHOOL**  
274 N. Prospect Street  
Marion, Ohio 43302  
Phone - 740-382-1607  
Fax - 740-382-6577  
Email: [jmental@cdeducation.org](mailto:jmental@cdeducation.org)  
Website: [school.marionstmary.org](http://school.marionstmary.org)

## REQUEST TO OBTAIN RECORDS

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

Student Start Date: \_\_\_\_\_

### Previous School Attended: (Include Preschool if entering Kindergarten)

School District: \_\_\_\_\_

Name of School: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

### Student Information:

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### For purposes of enrollment please send to following:

- Birth Certificate
- Health/Immunization records including psychological testing
- Custody papers (if applicable)
- Cumulative records
- Grades
- Attendance records
- Diagnostic and State of Ohio test scores
- IEP, ETR, ESL/LEP, RIMP and/or RTI documents
- SSID

Parent Signature: \_\_\_\_\_

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

Send records to the attention of:

Kathy Bramel, Director of Student Services  
[kbramel@cdeducation.org](mailto:kbramel@cdeducation.org)