



ST. MARY SCHOOL
274 N. Prospect Street
Marion, Ohio 43302
Phone - 740-382-1607
Fax - 740-382-6577
Email: school@marionstmary.org
Website: 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: _____

Please email records to: school@marionstmary.org