

Ooltewah Middle School
5100 Ooltewah-Ringgold Road
Ooltewah, TN 37363



Phone: 423-238-5732
Fax: 423-238-5735

Principal, Brent Eller
Assistant Principal, David Carpenter

Request for Records

To:

Name of previous school

Street Address

City

(____) _____
Phone number

(____) _____
Fax number

Re:

Name of student

Date of birth

Name of parent/guardian

Grade

Please send transcripts of the following records checked below for the above student:

_____ Health Records

_____ Social Security Number

_____ Grades and any Achievement Score Reports

_____ Attendance Records

_____ Exceptional Education (Special Ed.) Assessments and IEP

_____ Psychological Reports (if applicable)

Ann Bodenhammer, Records Clerk

Signature of parent/guardian

Date