

Requesting School Records

OHS Student Withdrawal Process:

The Parent/Guardian who enrolled student needs to come to the office, provide the following information and materials, and complete the withdrawal form. Appointment is not needed – the office hours are M-F, 7am – 2:30pm.

- 1 Parent/Guardian must present a government issued ID
- 2 Provide information where will the student be transferring
- 3 The withdrawal will be processed only when all OHS textbooks, library books, electronics, ROTC/Cheer/FB/Band uniforms, instruments, and any other school equipment/materials are returned that might have been in the student's possession.

FAQ:

Q: Can transcripts be emailed?

A: *No, SCPS policy prohibits the emailing of transcripts. They can be faxed, mailed, or picked up in person.*

Q: What is included in the withdrawal packet?

A: *Transcript, Immunization Record, Report Card, Copy of Withdrawal Form, and Attendance Record*

Q: Who do I contact if I have additional questions?

A: Mrs. Martin at martinmt@scps.k12.fl.us or 407-320-4025. Records requests may be faxed to 407-320-4064