



Requesting Student Records

Are you a school/institution or current/former OHDELA parent/guardian and looking for a former/current OHDELA student's record?

Please send a records request by email or fax:

- Email: records@delak12.com
- Fax: 330-252-8848
- Phone: 330-253-8680; and follow the prompts for records

Please include the following information in your records request:

- Your first and last name
- Student's first and last name
- Your School name and IRN (if applicable)
- Student's grade level
- Student's date of birth
- Email address to send the records to
- Your phone number and contact information

Note. Please provide as much information and detail as possible. Providing additional information will assist with ensuring a timely response to your request.

Student Records can not be released without an official records requests.