



## STUDENT RECORD REQUEST

Name of Last School Attended: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Please send us school records for:

Student: \_\_\_\_\_ Date of birth: \_\_\_\_\_

Grade: \_\_\_\_\_

Please forward the following items:

- ❖ Certified copy of birth
- ❖ Transcript/Last Report Card/Most recent grades
- ❖ Special Education Program Eligibilities | 504 Plan if applicable
- ❖ Immunization Record/MCIR status- Copy of Athlete physical if on file
- ❖ UIC Code
- ❖ Attendance Records
- ❖ Student Discipline

Parent/Guardian/School Official \_\_\_\_\_ Date \_\_\_\_\_

PL-93-380, THE FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT says that written consent of the parent/guardian/eligible students **IS NOT REQUIRED** to release educational records to officials of other school or school system in which student seeks or intends to enroll.

Please direct all enrollment information to:

*Catrina M. Crossman* Ext. 2001

[crossmanc@benzieschools.net](mailto:crossmanc@benzieschools.net)

Executive Assistant to the Superintendent

Director of Communications | Pupil Accounting Specialist | 6-12 Registrar