



9300 Homestead Rd.
Benzonia, MI. 49616
PH 231-882-9653 www.benzieschools.net

HOME OF THE HUSKIES

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 return to *Catina M. Crossman*

Executive Assistant to the Superintendent

crossmanc@benzieschools.net