



Owosso High School
 Student Services Center
 765 E. North Street, Owosso, MI 48867
 PH: (989) 729-5495 | FAX: (989) 729-5605

REQUEST FOR EDUCATIONAL RECORDS
 REQUEST TO SEND CA60 STUDENT FILE

Parent: Please use one request form per student. Fill out sections #1 & #2.

1. REQUESTING RECORDS FROM PREVIOUS SCHOOL

School Name:

Street:

City:

State:

Zip:

Phone:

FAX:

Today's Date:

OHS Start Date:

School Year:

2. STUDENT INFORMATION REQUESTED

Name:

(Last)

(First)

(Middle)

Birth Date: / /

Incoming Grade Level:

UIC#*

(Parent Signature)

(Parent Phone Number)

(Date)

**Please include the student's UIC Number in the space provided, if available.*

++BELOW THIS SECTION FOR OFFICE USE ONLY ++

Please FAX the following information as soon as possible:

Transcript

Exit Grades

Attendance Record

Discipline Report

Immunization Record

Legal Birth Certificate

Most Recent IEP

Most Recent MET

Most Recent 504 Plan

Psychological Testing

Social Work Summary

Other: _____

MAIL COMPLETE CA60 - including current transcript, exit grades, report card, and any other academic and disciplinary information available, along with a copy of this request.