

NEW STUDENT - REQUEST FOR EDUCATIONAL RECORDS



Owosso High School - Student Services Center
765 E. North Street, Owosso, MI 48867

PH: (989) 729-5490 ♦ FAX: (989) 729-5600



- **Parent: Please use one request form per student.**
- **Parent: Fill out sections #1 & #2, sign and submit to OHS Registrar.**

Records are requested within 14 calendar days of enrollment.

1. PREVIOUS SCHOOL INFORMATION

Name of School:

Street:

City:

State:

Zip:

Phone:

FAX:

2. STUDENT INFORMATION

UIC#

OHS Enroll Date:

OHS School Year:

Name:

(Last)

(First)

(Middle)

Birth Date: / /

Incoming
Grade Level:

(Parent Signature)

(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 (If applicable)

Most Recent MET (If applicable)

Most Recent 504 Plan (If applicable)

Psychological Testing (If applicable)

Social Work Summary (If applicable)

Other:

MAIL TO OHS the Complete CA60 (general ed file) including current transcript, exit grades, report card, and any other academic and disciplinary information available, along with a copy of this request.