



Owosso Public Schools
Request for Educational Records

Date requesting records (within 14 calendar days of enrollment):

Owosso Middle School

219 Water St.
Owosso, MI 48867
989-723-3460 Fax: 989-729-5760

Bentley Elementary School

1375 W. North St.
Owosso, MI 48867
989-725-5770 Fax: 989-729-5694

Bryant Elementary School

925 Hampton St.
Owosso, MI 48867
989-723-4355 Fax: 989-729-5666

Central Elementary School

600 W. Oliver St.
Owosso, MI 48867
989-723-2790 Fax: 989-723-3046

Emerson Elementary School

515 E. Oliver St.
Owosso, MI 48867
989-725-7361 Fax: 989-729-5451

To Previous School:

School:

Address:

City: State: Zip Code:

Phone: Fax:

The following student(s) enrolled in our school district on:

(Date) (Entry Date) (School Year)

Name:

(Last) (First) (Middle)

Birth date: Grade: UIC*

Name:

(Last) (First) (Middle)

Birth date: Grade: UIC*

(Parent/ Guardian Signature) (Date)

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

Please send the student's complete general education file including health records, report cards/transcripts/exit grades and any other academic and disciplinary information you might have, along with a copy of this request, to the school indicated on this form.

If above student(s) received Special Education services, please send psychological testing, social work summaries, IEPC's, MET's medical, etc. with the general education information.

Please fax the following information as soon as possible:

- Most Recent IEP, Transcript, Most Recent MET, Immunization Records, Exit Grades, Legal Birth Certificate, Discipline Report