

REQUEST FOR EDUCATIONAL RECORDS FROM PREVIOUS SCHOOL

& REQUEST TO ENROLL FOR LINCOLN HIGH SCHOOL



Lincoln High School

645 Alger Street, Owosso, MI 48867

PH: (989) 725-2839 ♦ FAX: (989) 729-6706



**Parent: Please use one request form per student. Fill out sections #1 & #2.
Records are requested within 14 calendar days of enrollment.**

1. REQUESTING RECORDS FROM PREVIOUS SCHOOL

School Name:

Street:

City:

State:

Zip:

Phone:

FAX:

Today's Date:

Enrolled Date:

School Year:

2. STUDENT INFORMATION REQUESTED

Name:

(Last)

(First)

(Middle)

Birth Date: / / Incoming
Grade Level:

UIC#*

(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

Most Recent MET

Most Recent 504 Plan

Psychological Testing

Social Work Summary

Other:

MAIL TO LHS 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.