

# NEW STUDENT - REQUEST FOR EDUCATIONAL RECORDS



OWOSSO PUBLIC SCHOOLS  
Ready for the World

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

Today's Date:

OHS Enroll Date:

OHS School Year:

Name:

(Last)

(First)

(Middle)

Birth Date: / / Incoming  
Grade Level:

UIC#\*

According to the final regulations - Family Education Rights and Privacy Act dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that school officials or other schools in school systems in which the student may intend to enroll, may receive a student's records without \*written consent for such release.

++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 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.