



# REQUEST FOR STUDENT RECORDS

Dear Principal:

The student listed below is now enrolled in the Fitzgerald Public School district. At your earliest convenience, please mail the cumulative record, student discipline report, transcript of grades, achievement and ability test scores, and any pertinent information concerning this student, including health records.

These records may include CONFIDENTIAL information that may have importance in educational planning for my child/children (i.e. medical, psychiatric, psychological, social work and/or speech and language reports and other related special education services received).

Student's name (as it appears on the student's birth certificate):		Student's birth date:
Grade entering:	Date entering:	School child will be attending:
Has student ever been suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____		
Has student ever been expelled? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please explain: _____		
Previous school's name:		
Previous school's address:	City/State:	Zip code:
Previous school's phone number:	Previous school's fax number:	

***I hereby grant permission for the release of the above record(s) to Fitzgerald Public Schools***

Signature of parent/guardian:	Relationship to student:	Date:
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**PLEASE MAIL RECORDS TO (check only one):**

	<u>ADDRESS</u>	<u>PHONE</u>
<input type="checkbox"/> Fitzgerald High School • Fitzgerald Virtual Academy	23200 Ryan Rd., Warren, MI 48091	(586)757-7070 (586)757-4620
<input type="checkbox"/> Chatterton Middle School	24333 Ryan Rd., Warren, MI 48091	(586)757-6650
<input type="checkbox"/> Mound Park Elementary	5356 Toepfer, Warren, MI 48091	(586)757-7590
<input type="checkbox"/> Westview Elementary	24077 Warner, Warren, MI 48091	(586)757-5520

We wish to remind you that in compliance with the Family Education Rights and Privacy Act, as amended December 31, 1974, information in our records is available only to authorized personnel, and may not be revealed to others without written consent of the parent or eligible student (age 18+). However, all student records must be made available on request for inspection by parents or eligible students. Therefore, please do not include any information which cannot be shared with parents or students.

**PLEASE RETURN THIS FORM WITH RECORDS. THANK YOU FOR YOUR PROMPT ASSISTANCE.  
SHOULD YOU HAVE QUESTIONS, FEEL FREE TO CONTACT THE SUPERINTENDENT'S OFFICE AT 586.757.1750**