



3662 Poinsettia Ave SE | Grand Rapids, MI 49508 | 616-243-6221

STUDENT RECORD REQUEST

Student's Name _____
Last First Middle

Birth date ____/____/____ Grade of Student at Previous School _____

Last grade completed at the below mentioned school _____

Name/Address/Fax of School where student last attended. (Address and fax only required for schools outside of Berrien County):

School _____

Address _____

_____ Fax _____

School Phone Number _____

The above-named student has enrolled at New Branches Charter Academy. Therefore we request that you send the following school records:

- 1) Cumulative (CA60)
- 2) Special Education Records
- 3) Psychological Testing
- 4) Health Records
- 5) Transcript/Last Grade Report
- 6) Any Other Records Available

Please forward to:

New Branches Charter Academy—Student Records
3662 Poinsettia Ave SE
Grand Rapids, MI 49508

Michigan law requires a public school when enrolling a transfer student to request a copy of the student's school record from his or her previous school within 14 days after enrolling the transfer student. The sending school must forward a copy within 30 days of the request [MCL 380.1135(4)]. The No Child Left Behind Act requires that public schools have a procedure in place to facilitate the transfer of disciplinary records. A student's disciplinary record, including suspension and expulsion action against the student, must be included in the student record that is transferred to any private or public school.

I consent to the release by the above-named school district of the records described above to New Branches Charter Academy.

Signature of Parent/Guardian

Date

Parental Permission is not required when authorized school personnel request records. (Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 24673).

Authorized Signature of Requesting School

Date