



DISTRICT STUDENT REQUEST FOR RECORDS

Please send any records that you may have for _____

Who has been enrolled at _____ Southgate Community School District to:

Last School Attended Information:

District _____

School _____

Street _____

City _____ State _____ Zip _____

School Contact Information:

Contact Person Name _____

Telephone Number _____ Fax Number _____

Please Include the Following Records:

- Cumulative Record
- Michigan UIC Code
- Attendance Record
- Standardized Test Results - Michigan MEA & MME
- Student Portfolio Material, EDP (if available)
- Grade Transcript (including grades at time of withdrawal and explanation of grading system)

Parental permission is not longer required when records are requested by authorized school personnel in compliance with "Federal Education Rights & Privacy Act. Final rule on Educational Records, Federal Register, June 17, 1976, Volume 41. No 118, Page 4875."

Notice: Attorney General Opinion a6064 status states: ... "a school district must furnish the records of students upon request of another school district in which the student is enrolled... and is precluded from withholding the records because the student or his or her parent are indebted to the school district possessing the records or fess or other changes."