



REQUEST FOR ACADEMIC AND DISCIPLINE RECORDS

TO: SCHOOL THAT CURRENTLY MAINTAINS RECORDS

Name of School:	
School Address:	
School Phone Number:	School Fax Number:

FROM:

Student Name:	
Birthdate:	Telephone Number:

I authorize the release of all educational records for the above named student:

Parent/Guardian Signature: _____

For use by requesting school: Educational records requested on _____ (date).

PLEASE SEND RECORDS TO:

AFFIRMATION OF PRIOR SCHOOL DISCIPLINE RECORD

Directions: Check the applicable paragraph, provide all appropriate information and sign this document.

****A willful false statement on this affirmation will result in a report to the appropriate authorities and possible removal from the Livonia Public Schools.**

The undersigned affirms that _____

- has not been suspended or expelled
- has been suspended or expelled

from a public or private school in Michigan or any other state for an offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence against persons and/or property committed on school premises, at any school-sponsored activity or on a public or private conveyance providing transportation to and from a school or school-sponsored activity.

IF YOU CHECKED **"has been suspended or expelled"**, explain the circumstances in detail. Include the school name, date(s) of suspension or expulsion and a description of the incident giving rise to the suspension or expulsion. **Please explain on a separate sheet.**

Date: _____ Student Signature: _____

Date: _____ Parent Signature: _____

****TO BE COMPLETED AND RETURNED BY SENDING (FORMER) SCHOOL DISTRICT:**

Please check one:

- According to our records, we can verify that the information provided above by the parent/student is correct.
- According to our records, the information provided above by the parent/student is not correct.

PLEASE FORWARD APPROPRIATE DISCIPLINARY DOCUMENTATION IF student has been involved in offenses involving weapons, alcohol or drugs, or willful infliction of injury to persons or an act of violence against persons and/or property committed on school premises, at a school-sponsored activity, or on a public or private conveyance providing transportation to or from school or a school-sponsored activity.

(Signature of SENDING district administrator and title)

Telephone: _____