



**White Pigeon Community Schools**

**Jr/Sr High School**

410 Prairie Ave

White Pigeon, MI 49099

Phone: 269-483-7679 Fax: 269-483-8742

**Principal: Damien Loveless**

**Counselor: Pam Shenk**

---

**Student Records Request Forms**

Date: \_\_\_\_\_ Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Former School: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of School Entry: \_\_\_\_\_

According to Public Law 93568, Privacy Act Section 438 (b)(1)(8) a student's records may be released to officials of other schools or school systems in which the student seeks, or intend to enroll, upon condition that the student's parents be notified of the transfer, copy of the records if desired and have the opportunity for a hearing to challenge the content of the record.

In accordance with the law, we have taken it upon ourselves to notify the parents of the transfer and their rights under the law. Written consent of parents is NOT required by law.

Please send a complete file (CA60) containing the following materials along with other pertinent information, which might help serve the needs of this student.

1. Immunization records- Doctor or State
2. Grades in progress/Schedule
3. UIC Number
4. Official Transcript/Test Results
5. IEP/Psych Reports
6. Portfolio
7. Merit ID Number
8. Attendance
9. Discipline
10. Enrollment Dates

*Thank you for your cooperation*

**Send the above information to:**

**Erica Bright: Registrar**

**records-group@wpcschools.org**

**White Pigeon Jr/Sr High School**

**410 Prairie Ave. White Pigeon, MI 49099**