



White Pigeon Community Schools

Central Elementary

305 East Hotchin Ave

White Pigeon, MI 49099

Phone: 269-483-7107 Fax: 269-483-8432

Principal: Katlin Thomas



Student Records Request Form

Date: _____ Student Name: _____ Grade _____

Former School: _____

Address: _____ City _____ State: _____ Zip: _____

Date of birth: _____ Date of school entry: _____

According to Public Law 93-568, 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 intends 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.

By 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 | 5. IEP/Psych Reports |
| 2. Grades in progress/Schedule | 6. Portfolio |
| 3. UIC Number | 7. Merit Number |
| 4. Official Transcript/Test Results | |
| 5. Thank you for your cooperation | |

Send the above information to:

Kelly Bailey Registrar

kebailey@wpcschools.org

White Pigeon Central Elementary

305 East Hotchin Ave White Pigeon, MI 49099

Thank you