

# Manchester Community Schools

710 East Main. Manchester, MI 48158

PH: 734-428-9711

**TO:** Office of Student Records – please provide school district, school name, city and state

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE** \_\_\_\_\_

## REQUEST FOR CUMULATIVE RECORDS

Please send records to:

\_\_\_\_\_ Klager Elementary School, 405 Ann Arbor Street, Manchester, MI 48158

\_\_\_\_\_ Riverside Intermediate, 710 E. Main Street, Manchester, MI 48158

\_\_\_\_\_ Manchester High School, 20500 Dutch Drive, Manchester, MI 48158

\*\*Please fax transcripts as soon as possible to 734-428-0178\*\*

### IF STUDENT HAS AN IEP, PLEASE FAX IMMEDIATELY TO:

734-428-9188, ATTN.: Melissa Paschall, Special Education Supervisor, or scan and e-mail to:  
mpaschall@mcs.k12.mi.us

**STUDENT** \_\_\_\_\_  
FULL LEGAL LAST NAME FULL LEGAL FIRST NAME MIDDLE INITIAL

**DATE OF BIRTH** \_\_\_\_\_ **GRADE** \_\_\_\_\_

Please send complete information on the above-named student, including special education/psychology records, immunization data/medical records, testing reports, grades/transcript, and cumulative record or similar record folder.

*The transfer of student records in Michigan is governed by Revised School Code Section 1135 (MCL 380.1135) which requires that:*

Within 14 days after enrolling a transfer student, the school shall request in writing directly from the student's previous school a copy of his or her school record. Any school that compiles records for each student in the school and that is requested to forward a copy of a transferring student's record to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 (Section 1134 deal with records of missing students).

*In the view of the Michigan Department of Education, the "school record" referred to in section 1135 includes a student's disciplinary record, including any suspension or expulsion action against the student.*

I hereby authorize the release of all records relating to this student, including special education records, to the Manchester Community School District.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Adult Student Signature

Parental permission is not required when authorized school personnel request records.

(Family Education Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976 Vol. 41, No. 118, Page 24673).

Request faxed: Date \_\_\_\_\_ Request mailed: Date \_\_\_\_\_ Initials \_\_\_\_\_