



**Community Schools**

## Request for School Records

### 2016-17

Date \_\_\_\_\_

**Transferring From:** \_\_\_\_\_  
School District Name School Building Name

Address City State Zip

\_\_\_\_\_  
School Number School Fax Number

**The following student has enrolled in our school.**

Name of Student: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_

Please fax the following information to 269-548-3401 and mail the official cumulative educational records.

- Grades to Date
- Transcript
- Immunization Records
- Birth Certificate
- Special Education information (IEP, PA504, or accommodation plan)
- Discipline information

**Please send records to:** Gull Lake Community Schools  
11775 East D Avenue  
Richland, MI 49083  
Voice: 269/548.3418 Fax: 269/548.3401

According to the Final Regulation-Family Education Rights and Privacy Act dated June 17, 1976, it is no longer necessary to obtain written consent to release records between schools. It states that the school officials, including teachers within the educational institution and officials of other school systems in which the student may intend to enroll, may receive a student's record without a written consent for such release.