



Lapeer Community Schools Record Release Consent

To Be Filled Out by Parent/Guardian:

Previous School: _____

Previous School District: _____

Address: _____

City, State & Zip Code: _____

Phone: _____ Fax: _____

to release and send the records of:

Student(s)	Grade Level	Birth Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

To Be Filled Out by School:

Please send the following documents for:

- Possible Enrollment – We are NOT requesting the CA60 at this time. If student is accepted, we will request the CA60.**
- Student Is Already Enrolled**

Records Requested:

- | Mail | Fax | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | CA60 with complete school records including State UIC #, health records, academic records, test records, records listed below, and any other pertinent information |
| <input type="checkbox"/> | <input type="checkbox"/> | Official Transcript along with current grades and current EDP |
| <input type="checkbox"/> | <input type="checkbox"/> | Discipline/Behavior Reports (including all suspensions/expulsions) |
| <input type="checkbox"/> | <input type="checkbox"/> | Crisis/Safety Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Attendance Records *Is there a truancy filing on this student? YES or NO |
| <input type="checkbox"/> | <input type="checkbox"/> | Special Education Documents (i.e. IEP, 504 Plan, Medical Action Plan, psychological reports, MET's, social work). Special Education Department Fax: 810-667-2407 |
| <input type="checkbox"/> | <input type="checkbox"/> | English Learner (ESL/EL) Documents (i.e. WIDA/Screener, Accommodation Logs, HLS) |
| <input type="checkbox"/> | <input type="checkbox"/> | Other _____ |

To whom records are to be sent:

School Name:	Lapeer Community Schools
Attention:	Department of Instruction - Enrollment
Address:	250 Second Street
City, State, & Zip Code:	Lapeer, MI 48446
Fax:	810-538-1654

According to the Final Regulations-Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records. It states that school officials, including teachers within the educational system in which the students may intend to enroll, may receive a student record without a written consent for such release.

Date Faxed: _____