



Cassopolis Public Schools

REQUEST FOR STUDENT RECORDS

Date: _____

Student Name: _____ Date of Birth: _____

Current Grade: _____

I hereby request that: _____
Name of last school attended

Street address of last school attended City State Zip Code

Phone number of last school attended Fax number of last school attended

release to Cassopolis Public Schools a complete report of all school records (including academic, medical, physical, psychiatric and/or neurological information and special education records [if applicable].

Is student presently suspended or expelled from school? YES or NO

→ Signature of Parent/Legal Guardian: _____

PLEASE FAX THE SELECTED ITEMS ASAP TO [see below]:

- | | |
|---|---|
| <input type="checkbox"/> Transcripts | <input type="checkbox"/> Immunizations/Health Records |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Latest IEP, etc. if student was in Special Educ. |
| <input type="checkbox"/> NWEA Testing Information | <input type="checkbox"/> Discipline if student has been expelled |
| <input type="checkbox"/> Copies of Standardized Tests | <input type="checkbox"/> Attendance Report |
| <input type="checkbox"/> Psychological Report and Testing | <input type="checkbox"/> Behavior Issues/Behavior Plan |
| | <input type="checkbox"/> Semester/Exit Grades |
| | <input type="checkbox"/> Test Scores |

PLEASE MAIL/FAX ALL RECORDS OR CUMULATIVE FILE (CA-60) TO [see below]:

- Sam Adams Elementary • 114 S. Depot St. • Cassopolis, MI 49031 • Phone (269) 445-0516 • Fax (269) 445-0521
- Cassopolis Middle School • 725 Center St. • Cassopolis, MI 49031 • Phone (269) 228-5836 • Fax (269) 445-0505
- Cassopolis High School • 22721 Diamond Cove • Cassopolis, MI 49031 • Phone (269) 445-0540 • Fax (269) 445-3112
- Cassopolis Alternative • 22721 Diamond Cove • Cassopolis, MI 49031 • Phone (269) 445-0536 • Fax (269) 445-3112
- Cassopolis Adult Education • 22721 Diamond Cove • Cassopolis, MI 49031 • Phone (269) 445-0536 • Fax (269) 445-3112
- Other _____