



## 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 Niles Community 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"/> Semester/Exit Grades | <input type="checkbox"/> Immunizations/Health Records                     |
| <input type="checkbox"/> Birth Certificate        | <input type="checkbox"/> Test Scores          | <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          |

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

- Ballard Elementary • 1601 Chicago Rd • Niles, MI 49120 • Phone (269) 683-5900 • Fax (269) 684-9527
- Eastside Connections • 315 N 14<sup>th</sup> St • Niles, MI 49120 • Phone (269) 683-2585 • Fax (269) 684-1534
- Howard-Ellis Elementary • 2788 Mannix St • Niles, MI 49120 • Phone (269) 683-4633 • Fax (269) 684-9534
- Ring Lardner Middle School • 801 N 17<sup>th</sup> St • Niles, MI 49120 • Phone (269) 683-6610 • Fax (269) 684-9524
- Niles Senior High School • 1441 Eagle St • Niles, MI 49120 • Phone (269) 683-2894 • Fax (269) 684-9516  
Attn: Pam Lingle, Registrar
- Southside School • 1450 Silverbrook St • Niles, MI 49120 • Phone (269) 683-0421 • Fax (269) 684-9530
- Special Education • 111 Spruce St • Niles, MI 49120 • Phone (269) 683-0757 • Fax (269) 684-9558
- Niles Cedar Lane • 2301 Niles-Buchanan Rd • Niles, MI 49120 • Phone (269) 684-9554 • Fax (269) 684-9555
- WAY Niles Program • 111 Spruce St • Niles, MI 49120 • Phone (269) 684-1532 • Fax (269) 684-9548
- Niles Adult Education • 111 Spruce St • Niles, MI 49120 • Phone (269) 684-4480 • Fax (269) 684-9548
- Other \_\_\_\_\_