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| **Central Lake Public Schools****8169 West State Street****Central Lake, MI 49622****Fax: 231-544-2903****www.clps.k12.mi.us** |

**Student Record Request**

Federal Law 99:31 : No parent signature is required for educational records sent to another educational agency. As the student’s records are necessary in program planning, we are thanking you in advance for our prompt reply.

This is in compliance with the “Family Educational Rights & Privacy Act of 1974”

I authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to release:

 (School transferring from)

Release records of:

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student DOB:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Legal Guardian/Adult Student Date

Office Use:

 \_\_\_\_All Student Records

 \_\_\_\_Please Fax

* Special Education records-If applicable
* High School Transcript-If applicable
* Middle/High School current class schedule with grades

**Send to:**

* Central Lake Elementary Contact: Brooke Wilks

Student Records Phone: 231.544.3141 ext. 54300

P.O. Box 128 Fax#: 231.544.2903

Central Lake, MI 49622 wilks@clps.k12.mi.us

* + Central Lake Middle/High Contact: Robyn Hibbard

Student Records Phone: 231.544.3141 ext.54200

P.O. Box 128 Fax: 231.544.2903

Central Lake, MI 49622 rhibbard@clps.k12.mi.us

* K-12 Counselor Contact: Mary Spyhalski

 P.O. Box 128 231-544-3341 ext. 54220

 Central Lake, MI 49622 Spyhalski@clps.k12.mi.us