Central Lake Public Schools

8169 West State Street, PO Box 128

Central Lake, MI 49622

Phone: 231-544-3141

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: Amanda Teal

Student Records Phone: 231.544.3141 ext.300

P.O. Box 128 Fax#: 231.544.2903

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

* Central Lake Middle/High Contact: Cindy Rogers

Student Records Phone: 231.544.3141 ext.200

P.O. Box 128 Fax: 231.544.2903

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

* K-12 Counselor Contact: Mary Spyhalski

 P.O. Box 128 Phone: 231-544-3141 ext.220

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