



RECORD REQUEST

Previous School: _____ Previous District: _____
School Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

According to the final regulations – Family Regulation 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 institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student’s record without a written consent for such release.

The below named student has enrolled in the Oxford Community Schools. His/her records are needed to initiate educational placement. Please forward his/her complete school records including, UIC #, grade placement, health, scholastic, psychological reports, discipline records, IEP, MET, test records, credits, official transcripts and any other pertinent information to the school listed below:

School Code 1135(4): School Record Request – Any school that complies records for each student in the school and that is requested to forward a copy of a transferring student’s records to the new school shall comply within 30 days after receipt of the request unless the record has been tagged pursuant to section 1134 MCL 380.1135(4)

Date Requested: _____

Student Last Name: _____ First Name: _____ Birth Date: _____ Grade: _____

PLEASE MAIL TO SCHOOL ADDRESS CHECKED BELOW, ANY QUESTIONS CALL # BELOW:

_____ Clear Lake Elementary	2085 W. Drahner Rd., Oxford, MI 48371	P: 248-969-5200	F:248-969-5216
_____ Daniel Axford Elementary	74 Mechanic St., Oxford, MI 48371	P: 248-969-5050	F:248-969-5099
_____ Lakeville Elementary	1400 Lakeville Rd., Oxford, MI 48371	P: 248-969-1850	F:248-969-1855
_____ Leonard Elementary	335 E. Elmwood, Leonard, MI 48367	P: 248-969-5300	F:248-969-5310
_____ Oxford Elementary	109 Pontiac St., Oxford, MI 48371	P: 248-969-5075	F:248-969-5085
_____ Oxford Middle School	1420 Lakeville Rd., Oxford, MI 48371	P: 248-969-1821	F:248-969-1840
_____ Oxford High School	745 N. Oxford Rd., Oxford, MI 48371	P: 248-969-5151	F:248-969-5145
_____ Crossroads For Youth	10 N. Washington St., Oxford, MI 48371	P: 248-969-1828	F:248-969-1833
_____ Oxford Bridges Alternative	10 N. Washington St., Oxford, MI 48371	P: 248-969-1828	F:248-969-1833
_____ Oxford Virtual Academy	10 N. Washington St., Oxford, MI 48371	P: 248-969-5194	F:248-969-9116
_____ Oxford Schools Early College	10 N. Washington St., Oxford, MI 48371	P: 248-969-5194	F:248-969-5145
_____ Early Childcare	109 Pontiac, Oxford, MI 48371	P: 248-969-5035	F:248-969-1881

_____ Please send all Special Education records to:
Oxford Community School 10 N. Washington St., Oxford, MI 48371
Attn: Special Education Department
Phone: 248-969-5000
Fax: 248-969-5016

Please be informed:

1. Parents have been notified and give consent to transfer the records as their signature below indicates.
2. Parents will have the right to request review of these records and challenge contents thereof.
3. Records will not be open to a third party without written consent of the parents.

Signature of Parent/Guardian

Date