

North Farmington High School  
Counseling Center

1<sup>st</sup> Request \_\_\_\_\_  
2<sup>nd</sup> Request \_\_\_\_\_  
3<sup>rd</sup> Request \_\_\_\_\_

## REQUEST FOR SCHOOL RECORDS

Students Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Current Grade Level/Grade Year \_\_\_\_/\_\_\_\_

Former School \_\_\_\_\_

Former School Address \_\_\_\_\_

Former School City \_\_\_\_\_ Zip \_\_\_\_\_

Former School Phone # \_\_\_\_\_ School Fax# \_\_\_\_\_

Parent/Legal Guardian Signature \_\_\_\_\_  
(Student Signature if 18 or Older) \_\_\_\_\_

### Attention School Registrar:

In order to assist in the educational planning and placement of this student who is transferring from your school, we are requesting you release and forward the information below. Thank you for your assistance.

\_\_\_\_\_ This student is in our office **now** to enroll.

\_\_\_\_\_ This student is expected to enroll on \_\_\_\_\_.

\_\_\_\_\_ This student has already enrolled.

\_\_\_\_\_ Please complete the "Affirmation of Prior Discipline Record" and FAX to 248-855-2060.  
**This form MUST be in our office before a Scheduling Appointment may be made.**

\_\_\_\_\_ Please FAX the following documents as soon as possible to 248-855-2060.

\_\_\_\_\_ Transcript                      \_\_\_\_\_ Current Schedule                      \_\_\_\_\_ Exit/Withdrawal Grades  
\_\_\_\_\_ Birth Certificate                      \_\_\_\_\_ Immunization Records                      \_\_\_\_\_ Attendance Records

\_\_\_\_\_ Please MAIL official records to:

Official Records should include:

Transcript  
Immunization Record  
Attendance Record  
Discipline Record  
Birth Certificate  
Most recent Report Card  
Withdrawal Grades  
Grading System Explanation  
Standardized Test Scores

**North Farmington High School**

ATTN: Registrar  
32900 W 13 Mile Road  
Farmington Hills, MI 48334

**If applicable, please include:**

Special Ed Records  
Psychological Evaluation  
Individualized Education Plan  
504 Plan

**CONTACT us at Counseling:**  
**248-785-2023**

**Fax 248-855-2060 or email: [Kimberly.brock@farmington.k12.mi.us](mailto:Kimberly.brock@farmington.k12.mi.us)**

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