



REQUEST FOR RECORDS

Date of Request: _____

The student listed below has been enrolled in the Melvindale Northern Allen Park School District. Please mail the cumulative record, or transcript of grades, class standing, achievement and ability test scores, and any pertinent information concerning this student. This request also includes attendance and discipline information. Under the Family Educational Rights and Privacy Act (FERPA), the previous district may send the student's records to the requesting district without parental consent.

Student Name: _____

Student has an IEP ☐

Birth Date: _____

Student has a 504 Plan ☐

Previous School District: _____

School Name: _____

Address: _____

City/State: _____

Phone: _____

Fax: _____

I hereby grant permission for the release of the above named student's educational records to Melvindale Northern Allen Park Public Schools.

Signature of Parent/Guardian:

Date:

SENDING SCHOOL INSTRUCTIONS:

Please address records to the school name and address indicated below:

- ☐ MELVINDALE HIGH SCHOOL - 4500 Enterprise Dr. Allen Park, MI 48101
- ☐ JULIAN O. STRONG MIDDLE SCHOOL - 18656 Prospect St. Melvindale, MI 48122
- ☐ MOHAMED SAID ELEMENTARY SCHOOL - 3303 Oakwood Blvd. Melvindale, MI 48122
- ☐ ALLENDALE ELEMENTARY SCHOOL - 3201 Oakwood Blvd. Melvindale, MI 48122

Students noted as having an IEP or Section 504 Plan should have their program records mailed separately to:

Melvindale Northern Allen Park Public Schools

Attention: Pupil Accounting

18530 Prospect St.
Melvindale, MI 48122