



MASON COUNTY EASTERN SCHOOLS

18 South Main Street
Custer, Michigan 49405-9624
Phone: (231) 757-3733 Fax: (231) 757-9671
www.mceschools.com

Date: _____

School Last/Previously Attended: _____

Address: _____

Phone #: _____ Fax #: _____

REQUEST FOR STUDENT RECORDS

The student listed below is enrolling in our school and has given the name of your school as the last/prior school attended.

We are requesting that you mail the student's complete CA60 file (*which includes personal data, UIC number, transcript of grades & credits, standardized test scores, birth certificate, immunization records, attendance record, I.E.P.C.'s, psychological reports, and any other information you believe will help us serve the student*) to:

Mason County Eastern Middle School/High School
18 S. Main Street
Custer, MI 49405-9624

Please note that according to P.L. 93-380, "Family Rights & Privacy Act" on the matter of transferring student records from one school to another, a parent/guardian signature is not required.

Student Name: _____ Birth Date: _____ Grade: _____

Please fax, as soon as possible to 231-757-9671, the following items checked below.

___ Immunization Record

___ Grades Earned This Year

___ Birth Certificate

___ Exit Grades

___ Transcript/Report Card

___ Most Recent I.E.P.C.