

LESLIE PUBLIC SCHOOLS

Request for Records  
2020-2021 School Year



Woodworth Elementary (WW) *Grades K-4*  
Leslie Middle School (LMS) *Grades 5-8*  
Leslie High School (LHS) *Grades 9-12*  
Ingham Virtual High School (IVHS) *Grades 9-12*

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

RE: Request to Release Cumulative School Records

Thank you!

**In order for us to properly enroll this student, please fax or email the following right away:**

Does the student have a Special Education IEP report? \_\_\_\_Yes \_\_\_\_No  
 If Yes—Please fax (517-589-5720) or email ( [joan.beachey@lesliek12.net](mailto:joan.beachey@lesliek12.net)) a current IEP

- Transcripts (for high school)
- Discipline Record

**As soon as possible, please send the entire cumulative educational record (CA-60) to:**

Woodworth Elementary, 212 Pennsylvania Street, Leslie, MI 49251  
Phone: (517) 589-5151 ☎ Fax: (517) 589-5548

Leslie Middle School, 400 Kimball Street, Leslie, MI 49251  
Phone: (517) 589-8218 ☎ Fax: (517) 589-5714

Leslie High School, 4141 Hull Road, Leslie, MI 49251  
Phone: (517) 589-9500 ☎ Fax: (517) 589-5720

Ingham Virtual High School, 4141 Hull Road, Leslie, MI 49251  
Phone: (517) 589-9500 ☎ Fax: (517) 589-5720

◆Parent/Guardian:

Please fill out the information below, so we can request your child’s records from their prior school.

Student Name: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Former address: \_\_\_\_\_

Current grade: \_\_\_\_\_ OR Last grade completed: \_\_\_\_\_

Name of last school attended: \_\_\_\_\_

City/State of school: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*(If known)*

*Please note: The Family Educational Right to Privacy Act allows school districts to release student records without written consent of the parents to “officials of other schools or school systems in which the student seeks or intends to enroll.”*