



REQUEST FOR STUDENT RECORDS

Student Information

Last Name: _____

First Name: _____

Middle: _____

Date of Birth: _____ Current Grade: _____

Name of School Last Attended: _____
Attention: Student Records

City and State: _____

Telephone: _____ Fax: _____

Upon receipt please forward the entire cumulative file for the student listed - including, but not limited to, academic, discipline, health, legal, standardized testing and special services to the following school:

Wm Donley Elementary School
Attn: Connie Cannon
2961 Lake Lansing Rd
East Lansing, MI 48823
Phone: 517-333-7370
Fax: 517-333-5090

Glencairn Elementary School
Attn: Cassandra Fromson
939 N Harrison Rd
East Lansing, MI 48823
Phone: 517-333-7930
Fax: 517-333-5091

Marble Elementary School
Attn: Rebecca McAndrews
729 N Hagadorn Rd
East Lansing, MI 48823
Phone: 517-333-7860
Fax: 517-333-5092

Green Elementary School
Attn: Amy Uecker
1811 Pinecrest Dr
East Lansing, MI 48823
Phone: 517-333-7870
Fax: 517-333-5093

Whitehills Elementary School
Attn: Coni Ward
621 Pebblebrook
East Lansing, MI 48823
Phone: 517-333-7900
Fax: 517-333-5096

CE MacDonald Middle School
Attn: Karen VanDorn
1601 Burcham Dr
East Lansing, MI 48823
Phone: 517-333-7600
Fax: 517-337-6586

East Lansing High School
Attn: Bonnie McGraw
509 Burcham Dr
East Lansing, MI 48823
Phone: 517-333-7508
Fax: 517-333-7505

Red Cedar Elementary School
Attn: Jessica Clements
1110 Narcissus Dr
East Lansing MI 48823
Phone: 517-333-5060
Fax: 517-333-5094

Special Education Dept.
MacDonald Middle School
1601 Burcham Dr
East Lansing, MI 48823
Phone: 517-333-7459
Fax: 517-333-5098
Email: Monique.Smith@elpls.us
Date sent: _____

Sending school please provide: STUDENT'S UIC# _____

Has this student been suspended within the last two years? _____yes _____no

If yes, please explain: _____

Has this student ever been expelled? _____yes _____no

If yes, please explain: _____

PARENT SIGNATURE: _____ DATE: _____