



FOREST HILLS PUBLIC SCHOOLS

6590 Cascade Road SE
Grand Rapids, MI 49546

Date Requested _____

Date Received _____

REQUEST FOR STUDENT RECORDS

I hereby authorize _____
Previous school district or agency Phone

Address City, State, Zip Code Fax Number

To release the following information regarding:

Student's Name Grade Birthdate

- CUMULATIVE RECORD FOLDER** – Send to address school checked below
(including official transcript of grades/credits, health/immunization records, Special Education records, attendance data, withdrawal grades if transferring during school year, and other pertinent information)
- Ada Elementary:** 731 Ada Dr. SE, Ada, MI 49301 | 616-493-8940 | f. 616-493-8947
- Ada Vista Elementary:** 7192 Bradfield SE, Ada, MI 49301 | 616-493-8970 | f. 616-493-8979
- Collins Elementary:** 4368 Heather Ln. SE, Grand Rapids, MI 49546 | 616-493-8900 | f. 616-493-8909
- Knapp Forest Elementary:** 4243 Knapp Valley Dr. NE, Grand Rapids, MI 49525 | 616-493-8980 | f. 616-493-8989
- Meadow Brook Elementary:** 1450 Forest Hills SE, Grand Rapids, MI 49546 | 616-493-8740 | f. 616-493-8749
- Orchard View Elementary:** 2770 Leffingwell NE, Grand Rapids, MI 49525 | 616-493-8930 | f. 616-493-8939
- Pine Ridge Elementary:** 3250 Redford SE, Grand Rapids, MI 49546 | 616-493-8910 | f. 616-493-8919
- Thornapple Elementary:** 6932 Bridgewater SE, Grand Rapids, MI 49546 | 616-493-8920 | f. 616-493-8929
- Central Woodlands:** 400 Alta Dale SE, Ada, MI 49301 | 616-493-8790 | f. 616-493-8795
- Northern Trails:** 3777 Leonard NE, Grand Rapids, MI 49525 | 616-493-8990 | f. 616-493-8995
- Central Middle:** 5810 Ada Dr. SE, Ada, MI 49301 | 616-493-8750 | f. 616-493-8764
- Eastern Middle:** 2200 Pettis NE, Ada, MI 49301 | 616-493-8850 | f. 616-493-8839
- Northern Hills Middle:** 3775 Leonard NE, Grand Rapids, MI 49525 | 616-493-8650 | f. 616-493-8686
- Central High:** 5901 Hall St. SE, Grand Rapids, MI 49546 | 616-493-8700 | f. 616-493-8714
- Eastern High:** 2200 Pettis NE, Ada, MI 49301 | 616-493-8830 | f. 616-493-8839
- Northern High:** 3801 Leonard NE, Grand Rapids, MI 49525 | 616-493-8600 | f. 616-493-8644
- Transition Center:** 3787 Leonard NE, Grand Rapids, MI 49525 | 616-493-8685 | f. 616-493-8689

The Family Educational Rights and Privacy Act of 1974, Section 99.34 states in summary that schools may send a student's educational record to officials of other schools in which the student seeks or intends to enroll, upon condition that the student's parents be notified of the record transfer, receive a copy of the record if desired, and have an opportunity to challenge the record contents. Because many school districts require parental approval before releasing student records, Forest Hills Public Schools requests the parent/guardian signature.

Parent/Guardian Signature

Date