



REQUEST FOR EDUCATIONAL RECORDS

Please send the cumulative records (including, but not limited to, *grades, health records, attendance information, student portfolios, record testing data, psychological reports, school social work reports, Section 504 plans, Individual Educational Plans/IEP, and other information pertaining to Special Services support*) for the student below:

Name of Student _____

Date of Birth _____ Grade _____

Has this student received **Special Education Services**? NO

If YES, please forward **Special Education records**. YES

Previous School _____

Address _____

Phone _____ Fax _____

AFFIRMATION OF PRIOR DISCIPLINE RECORD

The undersigned affirms that _____

has been OR **has not been** suspended or expelled from any school. **** A willful false statement on this affirmation will result in a report to the appropriate authorities and potential removal from Brighton Area Schools.**

I hereby authorize the release of all the records requested above.

Parent/Guardian/Student Signature

Date

**** TO BE COMPLETED AND RETURNED BY SENDING SCHOOL DISTRICT:**

Name of Sending (former) school or school district:

Please Check One: _____ According to our records, we can verify that the discipline information above is **correct**.

_____ According to our records, we can verify that the discipline information above is **not correct**.

PLEASE FORWARD APPROPRIATE DISCIPLINARY DOCUMENTATION: If student has been involved in offenses involving weapons, alcohol or drugs, or willful infliction of injury to persons or an act of violence against persons and/or property committed on school premises, at a school-sponsored activity, or on a public or private conveyance providing transportation to or from school or a school-sponsored activity.

Signature of Sending District Administrator (Date) Phone _____

Please forward records to:

BRIGHTON AREA SCHOOLS Central Enrollment Office

125 S. Church St.
Brighton, MI 48116
Phone (810) 299-4095
Fax (810) 299-4069

Hawkins Elementary
8900 Lee Road
Brighton, MI 48116
P (810) 299-3900
F (810) 299-3910

Hilton Elementary
9600 Hilton Road
Brighton, MI 48114
P (810) 299-3950
F (810) 299-3960

Hornung Elementary
4680 Bauer Road
Brighton, MI 48116
P (810) 299-4450
F (810) 299-4460

Spencer Elementary
10639 Spencer Road
Brighton, MI 48114
P (810) 299-4350
F (810) 299-4360

Maltby Intermediate School
4740 Bauer Road
Brighton, MI 48116
P (810) 299-3600
F (810) 299-3610

Scranton Middle School
8415 Maltby Road
Brighton, MI 48116
P (810) 299-3700
F (810) 299-3710

**Brighton High School
Counseling Office**
7878 Brighton Road
Brighton, MI 48116
P (810) 299-4151
F (810) 299-4160

Bridge Alternative High School
125 S. Church Street
Brighton, MI 48116
P (810) 299-4046
F (810) 299-4044