

**KENTWOOD COMMUNITY EDUCATION
TRANSCRIPT REQUEST**

Please return this form with the item(s) indicated below

First Request Date _____

Second Request Date _____

TO WHOM IT MAY CONCERN:

The student indicated below has enrolled in our adult/alternative education high school program. To assist us in proper placement for this student, we are requesting that you send us the student's records. Thank you for your prompt assistance.

PLEASE INCLUDE ONLY COPIES OF ITEMS CHECKED:

- | | |
|--|--|
| <input type="checkbox"/> Transcript of credits | <input type="checkbox"/> MEAP HSPT Scores/Years Earned |
| <input type="checkbox"/> Immunization Records | <input type="checkbox"/> 8 th Grade MEAP Scores Starting With Class of 2005 |
| <input type="checkbox"/> Notation of any Special Ed. Services | (i.e. Scores Taken the 2000-01 School Year and After) |
| <input type="checkbox"/> Most Recent Schedule with exit grades | <input type="checkbox"/> Occupational Interest Tests |
| <input type="checkbox"/> Date of exit _____ | <input type="checkbox"/> GED Scores |
| | <input type="checkbox"/> Attendance/Citizenship/Medical Form (See Attached) |

Name _____
Last Name First Name Middle

Student's Address _____ Telephone _____
Number Street City Zip

Former Name (s) _____ Birthdate _____ Social Security Number _____

Last School Attended _____ Last Year Attended _____ Last Grade Completed _____

School address _____
Number Street City State Zip

Note: The Michigan Attorney General ruled on April 23, 1982, that a school district may not withhold records of a student who transfers to another district, if the student has an outstanding financial obligation to the school district.

Date _____ Student Signature _____

Signature of parent/guardian if minor student _____

Signature of school official _____ Title _____

TRANSCRIPT TO BE SENT TO
Kentwood Community Education
Guidance Office
28 60th Street SE
Kentwood, Michigan 49548
(616) 261-6166 Fax (616) 261-6170

DISTRIBUTION: WHITE - Send to school holding student's record.
YELLOW - Retain in student file until transcript is received.