



Novi Community School District
25345 Taft Road
Novi, MI 48374
248.449.1200

Request for Educational Records

PARENT/ GUARDIAN: Please complete the student information below so that we may request educational records for your child from their previous school district. A separate form must be completed for each student being registered.

Student Name: _____	Birthdate: _____	Current Grade: _____
Address: _____		City: _____ Zip Code: _____
Previous School Name: _____	Phone #: _____	Fax #: _____
Address: _____		City: _____ Zip Code: _____
Signature of Parent/Guardian or Student (if 18 years or older)	Relationship to student	Date

Note: The Michigan Special Education Code allows placement of a student with a disability transferring to another school district in an appropriate educational program for a period not to exceed thirty school days with the written consent of the parent or guardian. If your student has been receiving special education services and you expect that the placement will continue, you must present documentation of those services by providing a copy of a current IEP.

SCHOOL OFFICIAL: Please forward the complete educational records as indicated below for the student listed.

Please list the student's state UIC Code if transferring from a Michigan public school: _____

_____ General Education Records (include grades/transcript, attendance history, health and immunization record, standardized test scores, report cards, and discipline/behavior information).

_____ Academic grades at time of transfer

GENERAL EDUCATION RECORDS should be mailed to the address checked below:

Novi High School
 24062 Taft Road
 Novi, MI 48375
 248.449.1500
 248.449.1519 fax

Novi Middle School
 49000 Eleven Mile Road
 Novi, MI 48374
 248.449.1600
 248.449.1613 fax

Novi Meadows 5th Grade
 25549 Taft Road
 Novi, MI 48374
 248.449.1250
 248.449.1259 fax

Novi Meadows 6th Grade
 25299 Taft Road
 Novi, MI 48374
 248.449.1270
 248.449.1279 fax

Deerfield Elementary
 26500 Wixom Road
 Novi, MI 48374
 248.449.1700
 248.449.1709 fax

Novi Woods Elementary
 25195 Taft Road
 Novi, MI 48374
 248.449.1230
 248.449.1239

Orchard Hills Elementary
 41900 Quince
 Novi, MI 48375
 248.449.1400
 248.449.1419 fax

Parkview Elementary
 45825 Eleven Mile Road
 Novi, MI 48374
 248.449.1220
 248.449.1229 fax

Village Oaks Elementary
 23333 Willowbrook
 Novi, MI 48375
 248.449.1300
 248.449.1319 fax

_____ Special Educational/Confidential Records (include IEP, MET, medical records, psychiatric and psychological evaluations, social worker reports, and social history).

SPECIAL EDUCATION/CONFIDENTIAL RECORDS should be mailed to: Shailee Patel, Director of Student Services
 Novi Community School District
 25345 Taft Road
 Novi, MI 48374