



Request for Educational Records

Howell High School Freshman Campus
1400 West Grand River Avenue, Howell, MI 48843
Guidance Office Phone: 517.548.6268, Guidance Office Fax: 517.545.1439
Ms. Laurel Wolan, Guidance Office Secretary, Email: wolanl@HowellSchools.com

Howell High School 10-12 Campus
1200 West Grand River Avenue, Howell, MI 48843
Guidance Office Phone: 517.540.8313, Guidance Office Fax: 517.548.6210
Ms. Joan Blair, Guidance Office Secretary, Email: blairj@HowellSchools.com

Innovation Academy
861 E. Sibley Street, Howell, MI 48843
Phone: 517.234.6489, Fax: 517.545.1477
Ms. Terri Vaughn, Secretary, Email: vaughnt@HowellSchools.com

Student Name: _____
(last, first, middle)

Birthdate: _____ Grade: _____

Last School Attended

School Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

School Email Address: _____

Signature Of Parent/Guardian: _____

This student has received special education services: Yes No

If this student received special education services, please fax (preferably email) all documents to the number/address listed above: current IEP, current MET, Psychological/Social Work reports. If your special education records are in another department, please forward this request to the special education department.

This student is enrolling today. In order for us to schedule this student, please fax (preferably email) all documents to the number/address listed above: transcript, check out grades, current schedule.
Please mail the entire CA-60 file to address listed above.

1st Request: _____ 2nd Request: _____ 3rd Request: _____ 4th Request: _____

Authorization For Release Of Student Records

In accordance with the provisions of the Family Education Rights and Privacy Act (PL93-380), I do hereby give consent to the school listed above and any previous school to release cumulative academic and psychological records of the above listed student to the school indicated on this form. According to the final regulations - Family Rights & Privacy Act Buckley Amendment, it is no longer necessary to obtain written consent to release records between schools.