



GREAT LAKES
ACADEMY

Authorized by Eastern Michigan University

46312 Woodward Avenue
Pontiac, MI 48342
248.334.6434 (Phone)
248.334.6457 (Fax)
www.greatlakesacademy.org

Request for Educational Records

TO: _____

Fax #: _____ Date: _____

FROM: **Great Lakes Academy 46312 Woodward Avenue, Pontiac, MI 48342**

RE: Please send the **complete** school records, including **test scores, IEP** and any other pertinent information that will assist us in enrolling the following student at Great Lakes Academy Public Charter School.

_____	_____	_____
Student Name	Present Grade	Date of Birth
_____	_____	_____
Student Name	Present Grade	Date of Birth
_____	_____	_____
Student Name	Present Grade	Date of Birth

COMMENTS:

Send records to address listed above

Parental permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule on Educational Records, Federal Register, June 17, 1976, Vol. 41, No. 118, Page 14673). Therefore, please furnish us with the following information in order to provide the proper placement of this student.