



176 S Washington, Oxford, MI 48371
248.969.5194 / 248.886-9116 Fax

TRANSCRIPTS/REPORT CARD & DISCIPLINE RECORDS

Previous School: _____ Previous District: _____
School Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

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School Address: _____ City: _____ State: _____ Zip: _____
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Previous School: _____ Previous District: _____
School Address: _____ City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____

*Need at least 2 year worth of information

Date Requested: _____

Student Last Name: _____ First Name: _____ Birth Date: _____ Grade: _____

The above named student has enrolled in the Oxford Community Schools. His/her records are needed to initiate educational placement.

**We are not requesting the CA-60 at this time.
If student is accepted, the school will request student records.**

Please forward his/her:

- Official transcripts/report cards (current year)
- Discipline records (for past 2 years, if at another school in your district please forward to them, also please provide any supporting documents ie: referrals or discipline logs and please sign & check the affirmation page)
- UIC #
- IEP and MET (if applicable)

PLEASE FAX OR EMAIL TO:

Oxford Virtual Academy
Attn: Laura Farwell
Fax: 248-886-9116
laura.farwell@oxfordschools.org

Complete records will be requested once enrollment is complete.

Please be informed:

1. Parents have been notified and give consent to transfer the records as their signature below indicates.
2. Parents will have the right to request review of these records and challenge contents thereof.
3. Records will not be open to a third party without written consent of the parents.

Signature of Parent/Guardian

Date