



# TECUMSEH PUBLIC SCHOOLS

212 N. Ottawa St. • Tecumseh, MI 49286-1399

## REQUEST FOR STUDENT RECORDS

**TO:** \_\_\_\_\_

**Name of Previous School**

Phone: \_\_\_\_\_

\_\_\_\_\_  
**Street Address**

FAX: \_\_\_\_\_

\_\_\_\_\_  
**City, State, Zip**

Dear School Official:

You are hereby authorized to release to the Tecumseh Public Schools all records (scholastic, achievement, medical, psychological, IEPC, IEP, standardized test data, sociological, etc.) in the cumulative education file of:

<b>Student Name</b>	<b>Grade</b>	<b>Date of Birth</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Please send the aforementioned records to:**

**Tecumseh High School**  
(9<sup>th</sup> – 12<sup>th</sup> Grades)  
**Attn: STUDENT RECORDS**  
760 Brown St.  
Tecumseh, MI 49286-1399  
Phone: 517-423-6008  
FAX: 517-423-9644\*

**Tecumseh Compass Learning Ctr.**  
(2<sup>nd</sup> – 6<sup>th</sup> Grades)  
**Attn: STUDENT RECORDS**  
307 N. Maumee St.  
Tecumseh, MI 49286-1399  
Phone: 517-423-1105  
FAX: 517-423-1300

**Tecumseh East STEAM Center**  
(7<sup>th</sup> Grade)  
**Attn: STUDENT RECORDS**  
600 Herrick Park Dr.  
Tecumseh, MI 49286-1399  
Phone: 517-423-2324  
FAX: 517-423-1401

**Tecumseh West STEAM Center**  
(8<sup>th</sup> Grade)  
**Attn: STUDENT RECORDS**  
401 N. VanBuren St.  
Tecumseh, MI 49286-1399  
Phone: 517-423-3331  
Fax: 517-423-1401

**Tecumseh Early Learning Ctr.- South**  
(Young 5; Kdg; & 1<sup>st</sup> Grades)  
**Attn: STUDENT RECORDS**  
2780 Sutton Rd.  
Adrian, MI 49221  
Phone: 517-423-2367  
FAX: 517-424-9958

**Tecumseh Early Learning Ctr.- North**  
(Young 5; Kdg; & 1<sup>st</sup> Grades)  
**Attn: STUDENT RECORDS**  
600 Adrian St.  
Tecumseh, MI 49286  
Phone: 517-423-9744  
FAX: 517-423-1400

\*Please FAX High School transcripts to the Guidance Office at 517-423-9644.

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date