



TECUMSEH PUBLIC SCHOOLS

212 North Ottawa Street • 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:

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

PLEASE SEND THE AFOREMENTIONED RECORDS TO:

Tecumseh High School
 (9th – 12th Grades)
Attn: STUDENT RECORDS
 760 Brown Street
 Tecumseh, MI 49286-1399
 Phone: 517-423-6008
 FAX: 517-423-9644*

Tecumseh Middle School
 (3rd – 7th Grades)
Attn: STUDENT RECORDS
 307 N. Maumee Street
 Tecumseh, MI 49286-1399
 Phone: 517-423-1105
 FAX: 517-423-1300

Patterson ILC School
 (8th Grade)
Attn: STUDENT RECORDS
 401 N. VanBuren Street
 Tecumseh, MI 49286-1399
 Phone: 517-423-3331
 Fax: 517-423-1401

Sutton-South Early Learning Ctr.
 (Young 5; Kdg; 1st; & 2nd Grades)
Attn: STUDENT RECORDS
 2780 Sutton Road
 Adrian, MI 49221
 Phone: 517-423-2367
 FAX: 517-424-9958

Tec. Acres-North Early Learning Ctr.
 (Young 5; Kdg; 1st; & 2nd Grades)
Attn: STUDENT RECORDS
 600 Adrian Street
 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