



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
(5th – 8th Grades)
Attn: STUDENT RECORDS
307 N. Maumee Street
Tecumseh, MI 49286-1399
Phone: 517-423-1105
FAX: 517-423-1300

Herrick Park Intermediate Learning Center
(3rd & 4th Grades)
Attn: STUDENT RECORDS
600 Herrick Park Drive
Tecumseh, MI 49286-1399
Phone: 517-423-2324
FAX: 517-423-1401

Patterson Intermediate Learning Center
(3rd & 4th Grades)
Attn: STUDENT RECORDS
401 N. VanBuren Street
Tecumseh, MI 49286-1399
Phone: 517-423-3331
Fax: 517-423-1401

Sutton Early Learning Center
(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 Early Learning Center
(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