

Wayland Union Schools

Home of the Wildcats

REQUEST FOR EDUCATIONAL RECORDS

To: _____
Previous School's Name

DATE: _____

Address

City State Zip

Phone Number Fax Number

School District Last Attended

The student(s) listed below recently enrolled in the Wayland Union School district. The parent or guardian has requested that all school records be forwarded to the school marked below. In order for us to accurately place these students and provide possible services, we ask that you forward all records to us as soon as possible. Please include grades, test scores, health records, attendance records, psychological/confidential testing and reports (if applicable) and any Special Education information including MET's/IEP's. **If records are not kept in your building, please forward this request to the appropriate office.**

Student's Name

Date of birth

Grade

Student's Name

Date of birth

Grade

Student's Name

Date of birth

Grade

Baker Elementary
 507 W. Sycamore St
 Wayland, MI 49348
 Phone 269-792-9208
 FAX 269-503-8877
battenfieldk@waylandunion.org

Dorr Elementary
 4159 18th St
 Dorr, MI 49323
 Phone 616-681-9637
 FAX 269-503-8877
gills@waylandunion.org

Steeby Elementary
 435 E Superior St
 Wayland, MI 49348
 Phone 269-792-2281
 FAX 269-503-8877
mohras@waylandunion.org

_____ K through 1st Grade

_____ K through 3rd Grade

_____ 2nd and 3rd Grade

Pine Street Elementary
 201 Pine St
 Wayland, MI 49348
 Phone 269-792-1127
 FAX 269-503-8877
doupec@waylandunion.org

Wayland Middle School
 701 Wildcat Dr
 Wayland, MI 49348
 Phone 269-792-2306
 FAX 269-503-8877
wierengaj@waylandunion.org

Wayland High School
 Attn: Main Office
 870 E Superior St
 Wayland, MI 49348
 Phone 269-792-2254
 FAX 269-503-8877
ewingj@waylandunion.org

_____ 4th and 5th Grade

_____ 6th through 8th Grade

_____ 9th through 12th Grade

I authorize the release of records to Wayland Union Schools for the above named student(s):

 Parent/Guardian Signature

OFFICE USE ONLY

DATE REQUESTED _____

DATE RECEIVED _____