



CHASSELL TOWNSHIP SCHOOLS

41585 U.S. Hwy 41 – P.O. Box 140

Chassell, Michigan 49916-0140

www.chassellschools.org

Superintendent:

Stephen S. Spahn
Phone: (906) 483-2132
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Board of Education:

Roger Tervo, President
Ken Kytta, Vice President
Suzanna Tuomi, Secretary
B.J. Tervo, Treasurer
Randal Danison, Trustee
Tanya Etelamaki, Trustee
Carl Olson, Trustee

Student Records Request

School _____

Address _____

Phone _____ Fax _____

Parent permission is no longer required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1979, Vol. 41, No. 118, Page 14673). To provide proper placement, please supply us with the following material.

Student's name _____ DOB _____ Entering Grade _____

Student's name _____ DOB _____ Entering Grade _____

Student's name _____ DOB _____ Entering Grade _____

Student's name _____ DOB _____ Entering Grade _____

We request that the entire Cumulative Record folder including any Special Education files concerning the above listed student(s) be sent. All subject and grades for the current school year plus withdrawal grades. Final grades for previous school years, along with an explanation of your grading system. All scores and test records. Discipline records, psychological, social, educational, or developmental information regarding the student(s) above Data that assists in the student's individual needs.

This is to certify that the student(s) listed above has/have enrolled in Chassell Township School. Notice of FTE Transfer New Student Chassell Township School will request a transfer of FTE funding under Section 25e for the student(s) named above when applicable.

Please send records to:

_____ Date _____ Principal _____

Office of the Principal
Chassell Township School
P.O. Box 140
Chassell, Michigan
49916

“The community of Chassell develops academic, social and moral excellence to foster lifelong learning.”