



NILES

COMMUNITY SCHOOLS

Administration Office
One Tyler Street
Niles, Michigan 49120

269.683.0732
269.684.9532

nilesschools.org

REQUEST FOR STUDENT RECORDS

Date: _____

Student Name: _____ Date of Birth: _____

Current Grade: _____

I hereby request that: _____
Name of last school attended

_____	_____	_____	_____
Street address of last school attended	City	State	Zip Code
_____	_____	_____	_____
Phone number of last school attended	Fax number of last school attended		

release to Niles Community Schools a complete report of all school records (including academic, medical, physical, psychiatric and/or neurological information and special education records [if applicable]).

Is student presently suspended or expelled from school? YES or NO

Signature of Parent/Legal Guardian: _____

PLEASE FAX THE SELECTED ITEMS ASAP TO [see below]:

- Transcripts Semester/Exit Grades Immunizations/Health Records
- State Test Scores Latest IEP, etc. if student was in Special Educ.
- NWEA Test Scores Discipline if student has been expelled

PLEASE MAIL/FAX ALL RECORDS OR CUMULATIVE FILE (CA-60) TO [see below]:

- Ballard Elementary 1601 Chicago Road, Niles, MI 49120 Phone (269) 683-5900 Fax (269) 684-9527
- Eastside Connections 315 N 14th Street, Niles, MI 49120 Phone (269) 683-2585 Fax (269) 684-1534
- Howard-Ellis Elementary 2788 Mannix Street, Niles, MI 49120 Phone (269) 683-4633 Fax (269) 684-9534
- Ring Lardner Middle School 801 N 17th Street, Niles, MI 49120 Phone (269) 683-6610 Fax (269) 684-9524
- Niles Senior High School 1441 Eagle Street, Niles, MI 49120 Phone (269) 683-2894 Fax (269) 684-9516
- Southside School 1450 Silverbrook Street, Niles, MI 49120 Phone (269) 683-0421 Fax (269) 684-9530
- Special Education 1 Tyler Street, Niles, MI 49120 Phone (269) 683-0757 Fax (269) 684-9532
- Niles Cedar Lane 1 Tyler Street, Niles, MI 49120 Phone (269) 684-9554 Fax (269) 684-9532
- WAY Niles Program 1 Tyler Street, Niles, MI 49120 Phone (269) 684-1532 Fax (269) 684-9532
- Niles Adult Education 620 E Main Street, Niles, MI 49120 Phone (269) 684-4480 Fax (269) 684-9532
- Other _____

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