

OUR LADY OF REFUGE SCHOOL

3750 Commerce Road
Orchard Lake, Michigan 48324
(248) 682-3422
www.our-lady-of-refuge-school.net

Dear Registrar:

Please send a complete CA-60 file, which should include all grades, credits, health records, and standardized test scores to date at time of withdrawal.

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

Student being transferred from:

_____ Name of Current School		
_____ Address		
_____ City	_____ State	_____ Zip
_____ Telephone		

Please mail records to:

Our Lady of Refuge School
Records - Attn: Debra Richards
3750 Commerce Road
Orchard Lake, MI 48324

Signature of Requesting Parent

Date of Request

According to the Family Educational Rights and Privacy Act (Buckley Amendment) dated June 17, 1976, it is no longer necessary to obtain written consent to release records. It states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's record without written consent for such release.