



REQUEST FOR RECORDS

And Discipline Information

Prior School: _____ Phone: _____

Address: _____ Fax: _____

The student listed below has been enrolled at Ivywood Classical Academy. Please e-mail the student's complete school records to the email address listed below or notify the school if you have no record of the student. **Records include: Cumulative Student Record Folder CA60, transcripts of grades and credits, achievement and ability test scores, health records and any other pertinent information concerning the student.** These records include CONFIDENTIAL information that may influence the student's educational planning (i.e. medical psychiatric, psychological, social work, speech/language reports and/or other special education services).

Child's Legal First Name:		Child's Full Legal Last Name:
Child's Date of Birth:	Grade Level:	Student #: (Office will complete)

Discipline Record

- Note: A willful false statement may result in the removal from Ivywood Classical Academy
- If the answer is "yes" to any of the below statements, attached documentation and/or an explanation.

The student has been expelled from school.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The student had an in-school/out-of-school suspension within the last two years	<input type="checkbox"/> Yes <input type="checkbox"/> No
While on school premises, at a school-sponsored activity, or on a private or school-sponsored vehicle traveling to or from school or school-sponsored event, the student was suspended/expelled for: <ul style="list-style-type: none"> • An offense involving weapons, alcohol, drugs • A willful infliction of injury to another person • An act of violence against a person and/or property 	<input type="checkbox"/> Yes <input type="checkbox"/> No
The student has been convicted of a crime or is pending felony charges.	<input type="checkbox"/> Yes <input type="checkbox"/> No
The student withdrew from a former district in lieu of being charged with conduct that may have resulted in expulsion or long-term suspension.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Verification of Information

I verify the above information to be true and accurate. I request student records and information be disclosed to Ivywood Classical Academy.

Legal Parent / Guardian Signature

Date

Forwarding School

- Note: If the student has been involved, in offenses involving weapons, alcohol or drugs, or willful infliction of injury to persons and/or act of violence against persons and/or property committed on school premises, at a school-sponsored activity, or on a public or private conveyance providing transportation to or from school or a school-sponsored activity, please forward appropriate documentation.
- According to our records, we can verify that the information provided above by the parent/guardian is

Correct
 Incorrect

Signature of forwarding District Administrator

Position

Date

Please return this form and requested files via email or mail:

Ivywood Classical Academy – Attn: Enrollment Coordinator, 14356 Genoa Ct., Plymouth, MI 48170

IvywoodClassical@ChoiceSchools.com – Subject: Enrollment Documents with Student's Name

***Note, since the building is under construction, we are unable to accept walk-ins. We will be hosting many events over the summer, where you will be able to turn in your forms.**

NOTICE OF NONDISCRIMINATION Ivywood Classical Academy prohibits discrimination against its customers, employees, and applicants basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted by the Department. (Not all prohibited basis will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, contact Civil Rights Coordinator, Principal, or Superintendent at Ivywood Classical Academy. 248-207-1757