



Specialized Student Services
2001 W Warren Ave, South Wing, Suite 168
Detroit, MI 48202
Phone: (313) 576-0090
Fax: (313) 873-3274

The Family Education and Privacy Act of 1974, P.L. 93-380, Section 438 prohibits the release of information concerning students or former students from school records without the written consent of parents of minor students or students themselves (age 18 or over) with few exceptions. Please visit our website at http://detroitk12.org/admin/orea/ppm/student_records for more information regarding FERPA.

STUDENT RECORD INFORMATION

Last name: First name: M.I.:

Maiden/Former Name: Birth Date:

Last school attended: Year of Graduation:

Information you are requesting:

IEPs (Sp. Ed. - Current/Past) Other:

MET/3 yr. Evaluations (Sp. Ed.) Other:

REED (Sp. Ed.) Other:

Name of Requesting Person, Organization, Representative:

Parent Adult Student Legal Guardian Agency/Organization

Address:

City: State: Zip:

Email: Phone Number:

I am aware of my rights under the law indicated above

Signature: Date:
Parent, legal guardian, eligible student

The above listed individual will be required to present photo identification upon retrieving the copied record at 2001 W Warren, Detroit, MI 48208 requesting person/organization, if not parent, legal guardian, eligible student must attach documentation evidencing representation of the DPS Special Education Student (i.e. signed release). In accordance with 300.407 we will respond to any records without unnecessary delay.

For Office Use Only: Served by: Date Received: Type of ID Provided: Waited For Picked Up Other