

HANCOCK PUBLIC SCHOOLS  
501 Campus Dr.  
Hancock, MI 49930  
Phone (906) 487-5925  
Fax (989)455-2255  
www.hancock.k12.mi.us

RECORDS DEPARTMENT:

Previous school \_\_\_\_\_ FAX \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

STUDENT NAME \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_

The above named student(s) enrolled in Hancock Public Schools on \_\_\_\_\_.

Parental permission is no longer required when records are requested by authorized school personnel, (Family Educational Rights and Privacy Act, Final Rule on Educational Records, Federal Register; June 17, 1976, Vol. 41, No. 118, Page 14673). Therefore, please furnish us with the following information in order to provide the proper placement of this student.

- A. All subjects and grades, plus withdrawal grades for all classes.
- B. Standardized test records and scores for the most recent school year and at least two previous years.
- C. Health and Immunization records.
- D. Psychological/Physiological reports.
- E. Exceptional Children records and/or any other data pertinent to understanding the student's individual needs.
- F. IEP/504 Records.
- G. All discipline records including suspensions, expulsions, and other violations of school policies.
- H. UIC number if previously enrolled in another school in Michigan. UIC# \_\_\_\_\_

Thank you,

\_\_\_\_\_  
Please send records to the school marked below:

Gordon G. Barkell Elementary School  
Tami Bessner  
1201 N. Elevation Street  
Hancock, MI 49930  
Phone (906) 487-9030  
Fax 1 989 455-4142  
tami@ Hancock.k12.mi.us

Hancock Middle School  
Peggy Bernard  
501 Campus Dr.  
Hancock, MI 49930  
Phone (906) 487-5923  
Fax 1 989 455-4239  
peggy@ Hancock.k12.mi.us

Hancock Central High School  
Sheri Aldrich  
501 Campus Dr.  
Hancock, MI 49930  
Phone (906) 487-2540  
Fax 1 989 455-4070  
sherial@ Hancock.k12.mi.us