TO THE PARENT

Please complete, sign, and take this form to your child’s current school after the completion of the first marking period so that a copy of his/her current transcript may be forwarded to Cranbrook Schools.

Federal statute entitled: Privacy Rights of Parents and Students
Schools may send a student’s educational record to officials of other schools or school systems in which the student seeks or intends to enroll upon condition that the student’s parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity to challenge the content of the record.

I have read the above statement. Please send the educational records of my child.

_________________________________________________________________________________________________________________
_________________________________________________________________________________________________________________

After filling in the above two lines, please be sure to take this form to your child’s current school (not to Cranbrook).

TO THE SCHOOL

Please mail, e-mail, or fax the following items:

- Grades – first marking period (current year) and previous two years
- Standardized testing
- Teacher comments (if available)

Send to: Cranbrook Schools
Admission Office
P O Box 801
Bloomfield Hills, MI 48303.0801
248 645.3025 fax
admission@cranbrook.edu

Cranbrook Educational Community, including all of its divisions and other affiliated educational and cultural programs, subscribes to a policy of equal opportunity with respect to employment, participation in available programs and access. Any inquiries concerning this policy should be directed to: Cranbrook Educational Community, Director of Human Resources, P O Box 801, Bloomfield Hills, MI 48303.0801.