



TRANSCRIPT/REPORT CARD REQUEST

Student Name: \_\_\_\_\_ DOB: \_\_\_\_\_ Prev. Grade: \_\_\_\_\_

PLEASE PROVIDE AT LEAST 2 YEARS-WORTH OF INFORMATION:

If your student has been exclusively homeschooled within the last 2 years, simply write "homeschool". Further, if entering grades 9-12 and/or interested Dual Enrollment courses, please provide a homeschool transcript.

1. Previous School: \_\_\_\_\_ District: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

2. Previous School: \_\_\_\_\_ District: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

OFFICIAL SCHOOL USE ONLY BEYOND THIS LINE

The above student has pre-enrolled in the Oxford Virtual Academy. His/her most recent grades are needed to initiate educational placement. We are NOT requesting the CA-60 at this time.  
If the student is accepted, we will then request records.

Please send:

- 1. Official transcripts/report cards (most current information)
- 2. Discipline records (please sign the attached affirmation form and provide any supporting documents i.e.: referrals or discipline logs)
- 3. Attendance records (most current information)
- 4. IEP, 504, etc. (if applicable)
- 5. UIC #

Again, physical records will be requested once enrollment is finalized.

PLEASE FAX TO:  
Oxford Virtual Academy 248-886-9116 or  
Email via Zix encryption to Jacqueline.Guye@oxfordschools.org

- The parent/guardian gives consent to transfer this information, as their signature above indicates.
- The parent/guardian will have the right to request review of given information and challenge its contents.
- Information will not be open to a third party without written consent of the parent/guardian