



ADMINISTRATION

Janet Schell, Principal

Matt Santala, Gianna Mrozek and Jordan Dennis, Assistant Principals

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: _____

2. Previous School: _____ District: _____

Phone: _____ Fax: _____

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**

- *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.*