

Britton Building
Elementary & High School
201 College Ave.
Britton, MI 49229
Phone: 517.451.4581
Fax: 517.451.8595



Deerfield Building
Upper Elementary & Middle School
252 Deerfield Hwy.
Deerfield, MI 49238
Phone: 517.447.3015
Fax: 517.447.3216

Britton Deerfield Schools
Mrs. Stacy Johnson, Superintendent

REQUEST TO SEND TRANSCRIPT/STUDENT FILES

STUDENT NAME _____

GRADE _____ DOB _____ DATE _____

Previous School: _____

Address: _____

Phone: _____ Fax: _____

I hereby authorize the transfer of school records for the above named student.
Required Permanent Records should contain:

_____ Student's name, address, birth certificate, health records,
immunization dates, courses taken and grades received,
promotion records, achievement and intelligence group test
scores, class ranking and attendance records.

_____ Psychological/Speech/Social Worker Reports and any other
Special Education Services received.

Please send all records to:

Deerfield Building – Grades 4-8
Britton Deerfield Schools
Attention: Records
252 Deerfield Rd., PO Box 217
Deerfield, MI 49238

Britton Building – Grades KG-3 and 9-12
Britton Deerfield Schools
Attention: Records
201 College Avenue
Britton, MI 49229

Parent or Legal Guardian Signature