



District Office  
212 West Wilson Street  
Peotone, IL 60468  
Tel: 708-258-0991  
Fax: 708-258-0994  
www.peotoneschools.org

## REQUEST FOR STUDENT RECORDS

### ADMINISTRATION

Steve Stein  
Superintendent

Brandon Owens  
Director of Curriculum

Adrian Fulgencio  
Business Manager

Amy Loy  
Director of Special  
Services



### BOARD OF EDUCATION

Tara Robinson  
President

Richard Uthe  
Vice President

Jennifer Moe  
Secretary

Roger Bettenhausen  
Trustee

Jodi Becker  
Trustee

Dawn Love  
Trustee

Tim Stoub  
Trustee

TO:

\_\_\_\_\_  
(NAME OF SCHOOL)

\_\_\_\_\_  
(STREET ADDRESS)

\_\_\_\_\_  
(CITY/STATE/ZIP CODE)

\_\_\_\_\_  
(NAME OF STUDENT)

\_\_\_\_\_  
(CURRENT GRADE LEVEL)

\_\_\_\_\_  
(DATE OF BIRTH)

Enrolled at \_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_ Illinois Student Transfer Form / Official Withdraw Letter

\_\_\_\_\_ Health Records

\_\_\_\_\_ Grades, Attendance Records (Transcripts)

\_\_\_\_\_ IEP, 504 Plans, Special Program Records

\_\_\_\_\_ Achievement and other Test Scores

Date: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_

(NOTE: It is not necessary for parents to sign a release when records are being passed from school to school. See Federal Register June 17, 1976. Part II H.E.W. Privacy Rights)

### PLEASE FORWARD ALL STUDENT(S) RECORDS TO:

Peotone Community School 207-U  
District Offices  
212 West Wilson Street  
Peotone, Illinois 60468  
708-258-0991-Phone  
**708-258-0994-Fax No.**  
**Attn: Registration Secretary**