

Beecher Community Unit School District 200U

538 Miller Street • Box 338
Beecher, Illinois 60401
(708) 946-2266 • Fax (708) 377-6849
www.beecher200u.org

REQUEST FOR STUDENT RECORDS

Student Name: _____ Date Requested: _____

Date of Birth: _____ Grade Level: _____

Name of School Student is Transferring From

Address of School Student is Transferring From (Street, City, State, ZIP)

Names of All Other High Schools Student Has Attended

This is a request for permanent and temporary records for the above-named student. Please forward the following documents to Beecher School District within 15 working days:

- _____ Permanent cumulative records, including copy of birth certificate.
- _____ Medical and health records, including ninth grade physical.
- _____ Illinois student transfer form.
- _____ Official transcript of grades and course credit earned with official seal and signature.
- _____ Discipline and attendance records.
- _____ Withdrawal grades (e.g. current grade report), if applicable.
- _____ Special education files, reports, and evaluations, if applicable.

Please mail the above information to:

Beecher High School
Attention: Guidance Office
538 Miller Street
P.O. Box 338
Beecher, IL 60401-0338
Contact: Mr. Stephen D. Sarsany
ssarsany@beecher200u.org (708) 946-2266

Beecher Jr. High
101 East Church Rd
Beecher, IL 60401
708-946-3412

Beecher Elementary
629 Penfield St
Beecher, IL 60401
708-946-2202

- I authorize the release of information for the above-mentioned student to Beecher School District.
- I have completed the Record of Suspension or Expulsion on the backside of this form.

Parent/Guardian Name

Parent/Guardian Signature

Date

* Note that the Illinois School Code does not require parent/guardian permission to release permanent and temporary student records between schools.

Date Mailed: _____ (Office Use Only)

Beecher Community Unit School District 200U

538 Miller Street • Box 338
Beecher, Illinois 60401
(708) 946-2266 • Fax (708) 946-3404
www.beecher200u.org

RECORD OF SUSPENSION OR EXPULSION

Student Name: _____ Date Requested: _____

Date of Birth: _____ Grade Level: _____

Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7165, as amended by the No Child Left Behind Act of 2001 (NCLB), requires the transfer of disciplinary records with respect to a suspension or expulsion by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll - on a full-time or part-time basis - in the receiving school.

When requested by school officials, the information below is required by the Illinois School Code to be provided to a receiving school whenever a student transfers. This form and the information provided may be shared with school employees at the receiving school who have a legitimate educational interest in the information. This may include employees who transport, educate, counsel, directly supervise, and/or provide services directly to the student named on the form.

If the above named student was expelled or suspended out of school, please complete the following:

Date of Violation	Nature of Violation	Justice System Involved?	Action Taken *

* Please note if the action taken was a suspension or expulsion and list the date and duration.

This form should be returned to:

Beecher High School
Attention: Guidance Office
538 Miller Street
Beecher, IL 60401-0338

Beecher Jr High
101 East Church Rd
Beecher, IL 60401

Beecher Elementary
629 Penfield Street
Beecher, IL 60401

Name of Sending School District

Date

Signature of Sending School District Official

Title of Sending School District Official