



BEECHER ELEMENTARY SCHOOL

Beecher Community School District 200U

NICOLE BLACK, PRINCIPAL

Telephone: 708-946-2202

Fax: 708-377-6852

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) _____

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.
- Illinois student transfer form.
- Official transcript of grades.
- Discipline and attendance records.
- Withdrawal grades (e.g. current grade report), if applicable
- Special education files, reports, and evaluations, if applicable.

PLEASE SEND ALL SCHOOL RECORDS ON THIS STUDENT TO:

Beecher Elementary School
 Attn: Student Records
 629 Penfield Street
 P.O. Box 308
 Beecher, IL 60401

Illinois Academic Excellence Award Winning School