



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

REQUEST FOR TRANSFER OF STUDENT RECORDS

ADMINISTRATION

Steve Stein
Superintendent

Dr. Charles Vitton
Assistant Superintendent

Trevor Moore
Business Manager,
Chief School Business
Official

Amy Loy
Director of Special
Services



BOARD OF EDUCATION

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Richard Uthe
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Trustee

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Trustee

TO:

Zion Lutheran School

(NAME OF SCHOOL)

540 Oak Park Ave

(STREET ADDRESS)

Beecher, IL. 60401

(CITY/STATE/ZIP CODE)

(NAME OF STUDENT)

(CURRENT GRADE LEVEL)

(DATE OF BIRTH)

PLEASE SEND THE FOLLOWING STUDENT RECORDS (check all that apply):

- ☐ Illinois Student Transfer Form / Official Withdraw Letter
- ☐ Health Records
- ☐ Grades, Attendance Records (Transcripts)
- ☐ IEP, 504 Plans, Special Program Records
- ☐ Achievement and other Test Scores
- ☐ Discipline Records

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)

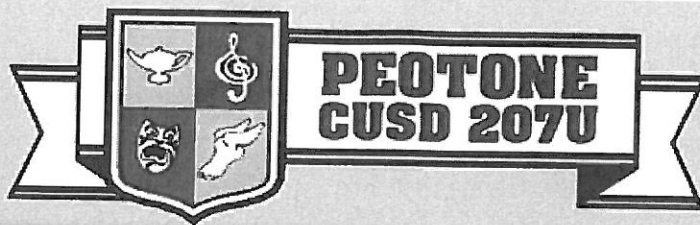
PLEASE FORWARD ALL STUDENT RECORDS TO (CIRCLE ONE):

For Grades K-8:

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

For Grades 9-12:

Peotone High School
605 West North Street
Peotone, Illinois 60468
708-258-3236-Phone
708-258-6991-Fax No.
Attn: Guidance Office Registrar



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Steve Stein
Superintendent

Brandon Owens
Director of Curriculum

Trevor Moore
Business Manager
/CSBO

Amy Loy
Director of Special
Education



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Trustee

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Trustee

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Trustee

REQUIRED DOCUMENTS FOR REGISTERING A NEW STUDENT

Student's Name: _____ DOB: _____ Grade: _____

Evidence Presented (original documents):

CATEGORY I (all documents are required)

- ☐ IL State Board of Education Transfer Form or Withdrawal Form from Previous School.
- ☐ Student's Birth Certificate.
- ☐ Court-ordered Transfer of Custody or Guardianship Papers
- ☐ A copy of current Health Certificate (physicals are required to enroll in specific grade levels).
- ☐ Required to Obtain a **High School** New Student Scheduling Appointment: current school official transcript, current grades, and course schedule; standardized test scores (PARCC, PSAT, SAT, ACT); IEP, 504 Plan, and/or Psychological/Social Work Evaluations.

CATEGORY II (one document showing the current address is required)

- ☐ Most recent property tax bill (homeowners).
- ☐ Mortgage papers (homeowners).
- ☐ Signed and dated lease (renters).
- ☐ Letter from manager and proof of last month's payment, i.e. cancelled check or receipt (trailer park residents).
- ☐ Housing letter (military personnel).
- ☐ Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-E2).
- ☐ Letter of residence from landlord in lieu of lease (7:60-E1).

CATEGORY II (three documents showing the current address is required)

- ☐ Illinois Driver's License/State ID.
- ☐ State of Illinois Vehicle registration.
- ☐ Voter's Registration Card.
- ☐ Most recent utility bill (gas, water, electric or telephone).
- ☐ Department of Children and Family Services (DCFS) Voucher.
- ☐ Current homeowners/renters insurance policy and premium payment receipt.
- ☐ Medicaid Medical Card.
- ☐ Village or county occupancy permit.

This form is to attest that the above child is not enrolling in the District solely for the purpose of attending school and is living on a permanent basis with the person having complete custody and control. Registration of a student who is not a legal resident is a fraudulent act. Any student found to have been fraudulently registered will be dropped from the attendance roster immediately. Parent or guardians making a fraudulent registration will be subject to the payment of retroactive tuition charged for non-resident students, not to exceed 110% of the per capita cost. Additionally, we will pursue fraudulent representation of address to the fullest extent of the law.

Date: _____

Parent/Guardian Signature: _____