



## REQUEST FOR STUDENT RECORDS

---

### CHILD'S NAME AND BIRTHDATE

### NAME AND ADDRESS OF SCHOOL CHILD ATTENDED

School Name:

Street Address:

City, State, Zip:

Phone Number:

Fax Number:

---

**PARENT /LEGAL GUARDIAN SIGNATURE**

**DATE**

The above child has enrolled in the Wilmette Public School District 39. Please forward the following records so that the child may complete the transfer to District 39.

- Academic records (including attendance, report cards, standardized testing results)
- Health and medical records
- Psychological testing
- Special services records (including MDC, IEP, 504 plans, IPF's)

Please transfer my child's records to:

Central School

Harper School

Highcrest Middle School

McKenzie School

Romona School

Wilmette Junior High School

Revised 7/20/2016

**Central School**  
910 Central Ave  
Wilmette, IL 60091  
v 847-251-3252  
f 847-251-4086

**Harper School**  
1101 Dartmouth  
Wilmette, IL 60091  
v 847-251-6754  
f 847-251-4176

**McKenzie School**  
649 Prairie Ave  
Wilmette, IL 60091  
v 847-251-2295  
f 847-251-4067

**Romona School**  
600 Romona Rd  
Wilmette, IL 60091  
v 847-256-0211  
f 847-251-4153

**Highcrest  
Middle School**  
569 Hunter Rd  
Wilmette, IL 60091  
v 847-853-2900  
f 847-256-0083

**Wilmette Junior  
High School**  
620 Locust Rd  
Wilmette, IL 60091  
v 847-256-7280  
f 847-256-0204