

**West Northfield School District 31**  
**3131 Techny Road**  
**Northbrook, Illinois 60062**  
**847-272-6880**  
**FAX 847-272-4818**

**REQUEST TO TRANSFER STUDENT RECORDS TO OR FROM ANOTHER SCHOOL DISTRICT**

I, \_\_\_\_\_ of \_\_\_\_\_ Birthdate \_\_\_\_\_  
(Mother, Father or Guardian Name) (Child's Name)

give my consent to **West Northfield School District 31** to:

- receive a certified copy of my child's student records from
- send a certified copy of my child's temporary and permanent school student records to

the School/District listed below:

Name of School/District \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax:( ) \_\_\_\_\_

*I understand that prior to the transmittal of my child's student records, I have the right to inspect, copy, and challenge the records, except that I may not challenge academic grades or references to expulsions or out-of-school suspensions.*

All requests for student records will be mailed no later than 10 calendar days from the date the Official Records Custodian of the school district from which the student is transferring receives this request.

If records are to be sent to District 31, please send records to: (please circle one below)

Winkelman, Grades K-5  
Kathy Bergen  
1919 Landwehr Road  
Glenview, IL 60026  
847-729-5650

Field Middle School, Grades 6-8  
Stephanie Diaz  
2055 Landwehr Road  
Northbrook, IL 60062  
847-272-6884  
sdiaz@district31.net

\*Please note that if the above-named student has any unpaid fees or fines, District 31 only transfers the student's unofficial grades instead of the student's official transcript. Once the fees are paid, District 31 will send a copy of the student's official transcript within 10 calendar days.

----- **Please complete the other side of this form** -----

**West Northfield School District 31**  
**3131 Techny Road**  
**Northbrook, Illinois 60062**  
**847-272-6880**  
**FAX 847-272-4818**

Date of Student's Transfer/Graduation: \_\_\_\_\_

Schedule for Destruction of Records: \_\_\_\_\_

Permanent Records: 60 years from Transfer/Graduation date above, which is \_\_\_\_\_

Temporary Records: 5 years from Transfer/Graduation date above, which is \_\_\_\_\_

Parents of students under the age of 18 years or former students who are at least 18 years old have the right to request a copy of such records at any time prior to their destruction. If you wish to retain the temporary records, you must notify the Official Records Custodian in writing 60 days prior to the date of destruction.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_

For Office Use Only: Date Records Sent _____
-------------------------------------------------

*West Northfield School District 31 does not refuse to admit to enroll a student because of his/her failure to present his/her permanent or temporary records from a school previously attended*

cc: Student Permanent and Temporary Record