



# Geneva Community Unit School District 304 Request for Student Records

Date : \_\_\_\_\_

Student's Name: \_\_\_\_\_

- Male  
 Female

Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_

### Records Requested:

- All cumulative records including health and immunization records, report cards, attendance records, standardized test scores/results, transcripts, Student Transfer Form (if transferring from a public school in Illinois)
- Special education records and psychological tests (if applicable) requested separately

### This Student is Transferring From:

School District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

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

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

School Phone: \_\_\_\_\_ School Fax: \_\_\_\_\_

### Parent's Permission:

I understand that my signature is not required for transfer of records between public schools as per §99.31 and 99.34 of the *Family Rights and Privacy Act of 1974*.

X \_\_\_\_\_  
(Signature of parent, guardian, or student if over 18)

-----For Office Use Only-----

### **Please Send Records To:**

<input type="checkbox"/> <b>Geneva High School</b> 416 McKinley Avenue Geneva, IL 60134 Attn: Registrar PH 630.463.3830 FAX 630.463.3839	<input type="checkbox"/> <b>Geneva Middle School North</b> 1357 Viking Drive Geneva, IL 60134 PH 630.463.3700 FAX 630.463.3709	<input type="checkbox"/> <b>Geneva Middle School South</b> 1415 Viking Drive Geneva, IL 60134 PH 630.463.3600 FAX 630.463.3609
<input type="checkbox"/> <b>Fabyan Elementary School</b> OS350 Grengs Lane Geneva, IL 60134 PH 630.444.8600 FAX 630.444.8609	<input type="checkbox"/> <b>Harrison Elementary School</b> 201 North Harrison Geneva, IL 60134 PH 630.463.3300 FAX 630.463.3309	<input type="checkbox"/> <b>Heartland Elementary School</b> 3300 Heartland Drive Geneva, IL 60134 PH 630.463.3200 FAX 630.463.3209
<input type="checkbox"/> <b>Mill Creek Elementary School</b> 1N900 Brundige Road Geneva, IL 60134 PH 630.463.3400 FAX 630.463.3409	<input type="checkbox"/> <b>Western Avenue School</b> 1500 Western Avenue Geneva, IL 60134 PH 630.463.3500 FAX 630.463.3509	<input type="checkbox"/> <b>Williamsburg Elementary</b> 1812 Williamsburg Avenue Geneva, IL 60134 PH 630.463.3100 FAX 630.463.3109

X \_\_\_\_\_  
Geneva Public School's Authorizing Signature