

# STAUNTON HIGH SCHOOL



HOME OF THE BULLDOGS



Mr. Kyle A. Hlafka, Superintendent  
Mr. Edward D. Fletcher, Principal  
Mrs. Karen Cress, Guidance Counselor  
Mr. Troy Redfern, A.D.

801 N. Deneen Street  
Staunton, IL 62088  
(618)635-3838  
Fax (618)635-2834

## RECORDS REQUEST FORM

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

To whom it may concern:

The following student has enrolled in Staunton Community Unit School District #6.

Name of Student

Date of Birth

Grade

Please fax or mail Staunton High School the following records for the above named student.

Illinois Transfer Form (if applicable)  
Official Transcript of Grades  
Achievement or Assessment Test Scores  
Current Grades (at the time of withdrawal)  
Health/Immunization Records  
Discipline/Attendance Records  
Special Education File, Psychological and Test Results (if applicable)

If there are special education records, psychological reports, etc. available, please release with the below signature from the parent/guardian.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Relationship to Student

Please fax or mail all information to the above fax # or address. Our school appreciates your efforts to supply these needed records.

Thank You,

Registrar