



New Berlin Elementary School

600 N. Cedar St., New Berlin, IL 62670
Brandi Maxedon, Principal Shelley Haas, Assistant Principal
bmaxedon@pretzelpride.com shaas@pretzelpride.com
217-488-6054
www.pretzelpride.com



Notice to Transfer Student Records or Transcript

Please take notice that (Student Name) _____

Who has been attending the following school:

School _____

Address _____

City, State, Zip _____

Telephone _____ Fax _____

is to enroll at New Berlin Elementary beginning _____

(date)

Please send records to: New Berlin Elementary School
600 North Cedar
New Berlin, IL 62670
Telephone: 1-217-488-6054
Fax: 1-217-488-6039

Please transfer his/her student records, including:

- Permanent and temporary records
- Health records
- Special education records
- Psychological testing, IEP, MDC

I understand that I have the right to inspect, copy and challenge the contents of the school student records in question prior to release and the right to limit any consent for the release of the school student records to designated records or designated portions of information in the school student records.

Signature

Date

Note: This release must be signed by an adult student (18 years of age or older) or parent or guardian of minor students.