



New Berlin Jr/Sr High School – Home of Pretzel Pride
 300 E Ellis Street, New Berlin, IL 62670
 Phone: 217-488-6012 Fax: 217-488-3207



Request for Records

The student identified below has transferred to New Berlin Jr/Sr High School:

Student: _____

Date of Birth: _____ Grade: _____

Please send the following records As Soon As Possible:

- Transcript
- Current grades
- Current course schedule
- Special education records (IEP/504)

Via email: jspann@pretzelpride.com or fax: 217-488-3207, ATTN: Jennifer Spann

At your earliest convenience please send the following records:

- State Good Standing Transfer Form
- Birth Certificate
- Date of Withdrawal
- Health records/Current Physical/Immunizations
- Standardized test scores

*Via email: jspann@pretzelpride.com
 Fax: 217-488-3207, ATTN: Jennifer Spann
 US Mail: 300 E Ellis, New Berlin, IL 62670*

Thank you!

Jennifer Spann,
 Registrar Student
 Services
 217-488-6012, ext. 327



Parent/Guardian signature: _____

To: _____

Fax: _____