

OFFICE OF THE SUPERINTENDENT

# *Richmond-Burton Community High School*

DISTRICT NO. 157



8311 IL ROUTE 31, RICHMOND, IL 60071 • PHONE: 815-678-4525 • FAX: 815-678-4324 • WEB: [www.rbchs.com](http://www.rbchs.com)

Dr. Thomas Lind  
Superintendent

Dr. Patrick Enright  
Assistant Superintendent of Curriculum

Mr. Mike Baird  
Principal

Mr. Chris Nolen  
Associate Principal

Registrar  
School Name/Address  
Fax #

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Student Name: \_\_\_\_\_

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

Grade:    9       10       11       12

The above named student has enrolled in our school. Please forward the following records as soon as possible:

- Illinois Student Transfer Form ISBE #33-78
- Official transcript
- Cumulative Records
- Grades-in-progress / as of withdrawal date
- Standardized Test Scores
- 504 Plan/ IEP and Special Ed file; any/all psychological records
- Disciplinary records
- Birth Certificate
- 9<sup>th</sup> grade physical, immunizations, health records

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Please send records to:

Kay Sedjo, Registrar  
Richmond-Burton Comm. High School  
8311 N. IL Route 31  
Richmond, IL 60071

Email: [ksedjo@rbchs.com](mailto:ksedjo@rbchs.com)  
Fax: 815.678.4214