

School Records Request
Student Transfer

To:

Date:

(Previous School)

Fax:

Student Name:

Date of Birth:

Please mail or fax student records to:

Pleasant Valley Elementary School (K-3)

4623 W. Redbud Dr.

Peoria, IL 61604

Fax: 309-674-0165

Records Custodian: Christine Crockett

ccrockett@pv62.com

Pleasant Valley Middle School (4-8)

3314 W. Richwoods Blvd.

Peoria IL 61604

Fax: 309-679-0652

Records Custodian: Angelic Gordon

agordon@pv62.com

Note: An unofficial record of the student's grades (i.e., student's name, grade level, subjects in which the student is enrolled, academic grades, name/ address of the school, name/ title of school official transmitting records, and date of transmittal) will be provided within ten (10) days of District 62's receipt of this request. For all other student records, District 62 is required to give the student's parent/ legal guardian at least ten (10) days' written notice of the request prior to releasing records. If written consent is obtained from the parent/ legal guardian, District 62 is not required to give the 10 days' prior written notice.

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