



NIPPERSINK SCHOOL DISTRICT #2

Nippersink Middle School

10006 Main Street

Richmond, IL 60071

Telephone: 815-678-7129 • FAX: 815-678-7210

www.nippersinkdistrict2.org

Dan Oest Ed. D., *Superintendent*
Denise Levendoski, Business Manager

Tim Molitor, *Principal*
Desiree Richards, *Associate Principal*

Date: _____

REQUEST FOR RECORDS

The student listed below has enrolled in our school district. Please forward to us the **cumulative records, counselor and psychological reports, test scores, health records and special education records (if any) including IEP for this student.**

Student Name: _____

Student's Grade Level at Previous School: _____ Date of Birth: _____

Name of Previous School: _____

Address of Previous School: _____

Telephone: _____ Fax: _____

I am the Parent/Guardian of the student named above and authorize the release of the above-mentioned records to:

Nippersink Middle School
Attn: Tim Molitor, Principal
10006 Main Street
Richmond, IL 60071

Signature of Parent/Guardian

Thank you for your prompt attention to this matter.

Sincerely,

Tim Molitor

Tim Molitor
Principal

Received Request for Records from parent/guardian