

# REQUEST FOR TRANSFER OF SCHOOL RECORDS

COWDEN-HERRICK C.U.S.D. 3A  
P.O. BOX 188  
COWDEN, IL 62422

**Seth Schuler, Jr/Sr High School Principal**  
HS Phone: (217) 783-2125 Fax: (217) 783-2124  
JrH Phone & Fax: (217) 783-2137

**Tina Oldham, Elementary Principal**  
Phone: (618) 428-5223 & Fax (618) 428-5222

**Darrell Gordon, Superintendent**  
Administration Office  
Phone: (217) 783-2126 / : U . f&%L+, ' !&+%

**TO: (Please fill in name and address of student's former school)**

School: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Student's Name** \_\_\_\_\_

The above student has enrolled in the \_\_\_\_\_ grade at Cowden-Herrick School. Please send us a transcript of grades, health records, standardized test scores, and any other information which you feel would be beneficial to us in working with this student. **If the student receives special services, please send their I.E.P., S.D.S., and Psychological.**

\_\_\_\_\_