

ORION SCHOOL DISTRICT #223



Parent Request for Student Records

Date:

Please forward all records including:

- Transcripts
- Withdrawal grades (if student left during a grading period)
- Copy of grading scale (High Schools only)
- Test data
- Health records including immunizations
- Birth certificate
- Special education records including IEP, psychological, transition file

Student Name:

Grade:

Birthdate:

School:

City:

State:

Fax:

Student Name:

Grade:

Birthdate:

School:

City:

State:

Fax:

Student Name:

Grade:

Birthdate:

School:

City:

State:

Fax:

Parent/Guardian Signature:

Date:



CR Hanna Elementary School

Laurie Thornburg, Records Secretary
lthornburg@orionschools.us
900 14th Avenue
Orion, IL 61273
309-526-3386



Orion Middle School

Kristy Sandberg, Secretary
ksandberg@orionschools.us
800 12th Avenue
Orion, IL 61273
309-526-3392



Orion High School

Tara Stropes, Registrar
tstropes@orionschools.us
1100 13th Street
Orion, IL 61273
309-526-3361