



MAINE TOWNSHIP HIGH SCHOOL WEST

1755 S. Wolf Road, Des Plaines, Illinois 60018-1994 847-827-6176 Fax: 847-296-4916

Dr. Marina Scott
Ms. Maria Ward
Interim Principals

Mr. David J. Matkovic
Associate Principal

Dr. Eileen McMahon
Assistant Principal Teaching and Learning

Mr. John Aldworth
Assistant Principal for Students

Dr. Claudia Rueda-Alvarez
Assistant Principal for Student Services

RELEASE OF RECORDS

Date: _____

To: Registrar/Custodian of Records: _____

Re: Student Transfer _____ / _____
Name Date of Birth

The student listed above is enrolling at Maine West High School. We will need official copies of the following items mailed to our office as soon as possible. In order to facilitate their enrollment process, we also ask that upon receipt of this request, the following items be faxed to us at **847-803-5940**.

1. Official transcript (with explanation of your grading system)
2. Completed Student Transfer Form (for students transferring within Illinois)
3. Ninth grade physical exam
4. All health and immunization records
5. Test scores (Placement, ACT, PSAT and ESL if applicable)
6. Attendance and Discipline
7. Other: _____

Thank you for your prompt reply to our request.

Student Services Department

Parental permission is no longer required when records are requested by school personnel (Family Education Rights Act, Final Rule on Educational Records, Federal Register, June, 1976, Volume 41, Number 118, Page 24673)