



Chesterbrook Academy Elementary School

1571 Oswego Road Naperville, IL 60540

(P) (630)527-0833 (F)(630)527-1204

www.naperville.chesterbrookacademy.com

To Whom It May Concern:

I am requesting all records for the following named student be sent to Chesterbrook Academy Elementary School.

----- (Print), Birth Date -----,

Current Grade Level -----, Teacher Name -----.

Current School Name: -----

Current School Address:

Phone Number: ----- Fax Number: -----

Principal Name: -----

Parent Signature: ----- Date: -----

Please Include the Following:

- Progress reports
- Report cards
- Standardized Test Scores/IQ Testing
- IEP/Special Services Records
- State of Illinois Good Standing Form
- Health/Allergy/Medical Records

Date Mailed: -----

Mailed By: -----

Direct questions to (630)527-0833 or amanda.hasson@nlcinc.com