



Marissa Elementary
Request for Records/Transcripts

To: _____

From: Marissa Elementary School

Phone: _____

Date: _____

Fax: _____

Phone: 618-295-2339

Dear School Official:

_____, a former student in your school has enrolled in Marissa Elementary, Marissa Unit District 40. The following is a formal request for release of information relative to this child. We would appreciate your forwarding the identified documents at your earliest convenience.

AUTHORIZATION TO RELEASE STUDENT RECORDS

In accordance with the "Family Educational Rights and Privacy Act of 1974",

I authorize _____
(Name of School)

(Street Address of School)

(City, State, and Zip Code)

to release information on _____ to
(Name of Student)

Marissa Elementary School
206 East Fulton
Marissa, IL 62257
Fax: 618-295-3673

I authorize the release of the following information for enrollment:

- Withdrawal Form
- Attendance Records
- Speech Records
- Accelerated Reader records
- Transfer Grades
- RtI/Title/Remedial Records
- Special Education Records (IEP/Eligibility/Psychological Evaluation or Reports)
- Documentation related to commission of any felony offenses
- Birth Certificate
- Current Transcript
- Gifted Records
- Summer School Grades
- 504 Plan (active or inactive)
- Star Test Summary
- Standardized/State Test Scores
- Social Security Card
- Immunization Certificate
- Discipline records w/notes
- Student Support Team (active or inactive)
- Psychological Reports (not special ed)
- Report Cards from previous school terms
- All other records

My consent is given for my child's records and/or all other pertinent information to be released to Marissa Community Unit School District #40. All information will be kept strictly confidential. I give permission for Marissa Community Unit School District #40 to obtain verbal clarification on any information received. This release does not waiver the right to challenge the contents of their records by the parent, guardian, or emancipated minor as prescribed by law.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____