

Michael Fitzgerald, Principal  
Benjamin Middle School  
28W300 St. Charles Road  
West Chicago, IL 60185



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**REQUEST FOR STUDENT RECORD**

Student's Name: \_\_\_\_\_  
School Currently Enrolled: \_\_\_\_\_  
School Address: \_\_\_\_\_  
City, State, Zip Code: \_\_\_\_\_  
School Phone No.: \_\_\_\_\_ School Fax No.: \_\_\_\_\_

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**PARENT AUTHORIZATION FOR RELEASE OF RECORD**

I, \_\_\_\_\_ parent/guardian of (student) \_\_\_\_\_  
request that the following student records be released to:

School, Parent or Agency \_\_\_\_\_ Benjamin Middle School  
New School  
28W300 St. Charles Road  
Address  
West Chicago IL 60185  
City State Zip Code  
630-876-7820 630-231-3886  
New School Phone No. New School Fax No.

New Home Address: \_\_\_\_\_  
New Home Phone No.: \_\_\_\_\_

**Student Permanent Record** shall include: basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s); academic transcripts, including grades, class rank, graduation date, grade level achieved; attendance record; accident and health reports; and, record of release of permanent record information in accordance with *105 ILCS 10/6(c)*. **Permanent Record** may include: honors and awards received and school-sponsored activities and athletics. (Reference Board Policy 7:340-E1.)

**Student Temporary Record** must include: a record of release of temporary record information in accordance with *105 ILCS 10/6(C)*; scores received on the State assessment tests administered in the elementary grade levels (K - grade 8); information regarding serious infractions (those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; information provided under the *Abused and Neglected Child Reporting Act (325 ILCS 5/8.6)*, including any final finding report received from a Child Protective Service Unit; and, completed home language survey. **Temporary Record** may include: family background information; intelligence test scores; reports of psychological evaluations; achievement level test results; participation in extracurricular activities; honors and awards received; teacher anecdotal records; other disciplinary information; special education files; verified reports or information from non-educational persons, agencies or organizations; verified information of clear relevance to the student's education; and, any biometric information that is collected in accordance with Section 10-20 of the *Illinois School Code (105 ILCS 5/10-20.40)*. (Reference Board Policy 7:340-E1.)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian

Date Received: \_\_\_\_\_ Date Faxed or Mailed: \_\_\_\_\_