



REQUEST FOR STUDENT RECORD

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

PARENT AUTHORIZATION FOR RELEASE OF RECORD

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

School, Parent or Agency _____
New School _____
Address _____
City State Zip Code _____
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-AP1, 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-AP1, E1.)

Signed: _____ Date: _____
Parent/Guardian

Date Received: _____ Date Faxed or Mailed: _____