



CHRISTIAN LIBERTY ACADEMY
502 W. Euclid Avenue
Arlington Heights, IL 60004
Phone: (847) 385-2012 Fax: (847) 259-8865



Requesting records from:
(School name & address)

Send records to:

Christian Liberty Academy
Attention: Day School Records
502 W. Euclid Avenue
Arlington Heights, IL 60004

RELEASE OF STUDENT RECORDS

STUDENT: _____

BIRTHDATE: _____ **GRADE ENTERING:** _____

PARENT/GUARDIAN: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _(____)_____

TO SCHOOL ADMINISTRATOR: Please send all available records as listed below for the above-named student.

Identifying information, academic transcripts, attendance records, record of release of permanent record information, accident and health record, honors and awards received, participation in school sponsored activities

- ◆ Birth Certificate or Passport
- ◆ Family background information
- ◆ Disciplinary information
- ◆ Teacher anecdotal information
- ◆ Verified reports from non-school persons or agencies
- ◆ Psychological/psychiatric evaluations
- ◆ Special education files including reports of multi-disciplinary staffing
- ◆ Verified reports from non-school persons or agencies which were part of special education decisions
- ◆ Social work reports
- ◆ Health Records
- ◆ IEP (Individual Education Program)
- ◆ GRADES IN PROGRESS
- ◆ VERBAL COMMUNICATION

SIGNED: _____ **DATE:** _____