



# LASALLE ELEMENTARY SCHOOL DISTRICT 122

*Leaders in Educational Excellence*

## STUDENT RECORDS REQUEST FORM

Local, State, and Federal Education and Governmental Officials have access to student records for educational, administrative, and other purposes defined by law.

NAME OF STUDENT(S): \_\_\_\_\_

\_\_\_\_\_

SCHOOL LAST ATTENDED: \_\_\_\_\_

ADDRESS OF SCHOOL: \_\_\_\_\_

SCHOOL PHONE NUMBER: \_\_\_\_\_ Fax# \_\_\_\_\_

Please send the cumulative folder, which would include intelligence and achievement test scores, health records, attendance records, academic grades, special education IEP, and other information which would be pertinent in student placement.

I request that the permanent school records of the above named child/children be released to:

Northwest Elementary School  
1735 Malcolm Avenue  
LaSalle, IL 61301  
Fax Number: 815-224-6961 Email:  
guistij@lasalleschools.net

Lincoln Junior High  
1165 St. Vincents Avenue  
LaSalle, IL 61301  
Fax Number: 815-223-8740  
Email: senicaj@lasalleschools.net

Please be advised that parents have the right to inspect and copy all information contained in the student record file. Student records are confidential and are not shown to any other third party without the parent's or student's permission.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian Signature

Northwest Elementary  
1735 Malcolm Avenue  
LaSalle, IL 61301  
Phone: 815.223.0786  
Fax: 815.224.6961

LaSalle Elementary District 122  
1165 St.Vincents Avenue  
LaSalle, IL 61301  
Phone: 815.223.0786  
Fax: 815.223.8740

Lincoln Junior High  
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