

# **Round Lake Area Schools Community Unit District #116**

316 S. Rosedale Ct. \* Round Lake, IL 60073-2999 \* (847) 270-9000 \* [www.rlas-116.org](http://www.rlas-116.org)

## **Release of Records Authorization**

Student's Name: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

I hereby give permission for the release of all school records and health records, including all Special Education records (psychological reports, I.E.P.'s, MDC reports, speech and language evaluations, social work reports, etc.) regarding the student above to:

**Round Lake Area Schools District #116**

**801 Sunset**

**Round Lake, IL 60073**

**ATTENTION: LANA SOLDAT—REGISTRATION OFFICE**

**Please contact Ana Valero, District Registrar, for questions or concerns at PHONE: (847) 270-9050 FAX: (847) 270-9051**

Name of Previous School: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

School Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature of person making request: \_\_\_\_\_

Date: \_\_\_\_\_ Title or Relation to student: \_\_\_\_\_

*Under public law 93-380, now amended in Section 99.34 PL94-568 a parent signature is not required for such records to be sent to another educational institution.*

### **For Office Use Only:**

Please fax the following information ASAP so the student can complete registration:

- IL State Board of Education Transfer Form
- Most recent physical with immunizations
- Most recent IEP and Psychological report
- Transcript/ withdrawal grades/ last report card
- Other: \_\_\_\_\_

The rest of the cumulative file information can be mailed to the above address. If you have any further questions please feel free to contact the Registration Office at 847-2780-9050. Thank you in advance for your help.

Records requested on: \_\_\_\_\_ Records received on: \_\_\_\_\_

Records forwarded to: \_\_\_\_\_ On: \_\_\_\_\_ SpEd records requested on: \_\_\_\_\_

Special Education records received on: \_\_\_\_\_ Special Education records forwarded to: \_\_\_\_\_ On: \_\_\_\_\_

