



Evanston/Skokie School District 65
Registration and Records Department

1500 McDaniel, Evanston, IL 60201
Phone: 847.859.8065 Fax: 847.328.7459
Email: studentrecords@district65.net

CONSENT TO RELEASE RECORDS TO DISTRICT 65

Dear Records Custodian,

We are requesting copies of all permanent and temporary records, for the student listed below.

Student's Name (as on birth certificate): _____

Birthdate: ____/____/____

Grade: _____

Please send the following documents as soon as possible to finalize registration for the child listed above.

- ISBE Transfer Form (Required only if transferring from an Illinois Public School)
- Health Records (District 65 Health Services Department Fax: 847-866-7280 or oaass@district65.net)
- IEP or 504 Plan

Name and Address of School Formerly Attended.

School Name: _____

Address: _____

Fax: _____

Phone: _____

School Email: _____

Former School: Public Private Reason for Release: Transferring to D65 Evaluation Services Only

I hereby give consent for the release of the Student Permanent and Temporary Records for the following student.

Name of Parent or Guardian: _____

Relationship: _____

Adult Signature: _____

Date: ____/____/____

Phone: _____

Thank you for your prompt response.

First Attempt _____

Second Attempt _____

Third Attempt _____

PERMANENT RECORDS

- Registration Materias
- Transcripts
- Health Forms
- Report Cards / Progress Reports
- Withdrawal Documents
- Attendance Reports
- Diplomas
- Awards or Participation Acknowledgements

TEMPORARY RECORDS

- Custody Documents / Court Orders
- DCFS Reports
- Home Language Surveys / Bilingual Records
- Ethnicity Surveys
- Health History Documents
- Special Education Files
- Assessments (i.e. PARCC, MAP, ect)
- Parent Communication