



LaVerna Evans Elementary School

O'Fallon Community Consolidated School District No. 90
802 Dartmouth Drive • O'Fallon, IL 62269
Telephone (618)632-3335 • Fax (618)632-1530 • www.of90.net/evans

Brad Gotshall, Principal
bgotshall@of90.net

Leigh Anne Gentry, Secretary
lgentry@of90.net

Request for Release of Student Records

Transferring School Information:

Name of School: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

The following student(s) has/have enrolled in LaVerna Evans Elementary School:

This is a formal request for release of all information relative to this/these student(s). We would appreciate your forwarding the identified documents at the earliest convenience:

1. Permanent Record Information (Identifying information, grades, attendance, and health records.)
2. Temporary Record Information (Ability and Achievement Test results and other pertinent information).
3. IEP or 504 Plan
4. Individual Psychological Test and Special Testing Information. also, information not within your school, but within your school district or special education cooperative.

AUTHORIZATION TO RELEASE STUDENT RECORDS

In accordance with the "Family Educational Rights and Privacy Act" I authorize the Release of Confidential Information on the above student(s). This information should be forwarded via US mail, fax or email to:

LaVerna Evans Elementary School
802 Dartmouth Drive
O'Fallon, IL 62269

Fax: 618-632-1530

Email: lgentry@of90.net

The above permission is granted by: Signature: _____

Relationship: _____

Date: _____