



Community Consolidated School District 15

580 North 1st Bank Drive
Palatine, Illinois 60067
847-963-3000 • Fax 847-963-3145

Please email records to: recordsrequest@ccsd15.net

Request for Student Records

STUDENT'S LAST NAME FIRST NAME MI DATE OF BIRTH

NAME OF SCHOOL RELEASING RECORDS

ADDRESS CITY STATE ZIP

I authorize all permanent and temporary school records to be released/exchanged with:

SCHOOL	ADDRESS	PHONE	FAX
John G. Conyers Learning Academy	2800 Central Road, Rolling Meadows IL 60008	847-963-3400	847-963-3406
Central Road Elementary	3800 Central Road, Rolling Meadows IL 60008	847-963-5100	847-963-5160
Frank C. Whiteley Elementary	4335 Haman Ave, Hoffman Estates IL 60192	847-963-7200	847-705-5923
Gray M. Sanborn Elementary	101 N Oak St, Palatine IL 60067	847-963-7000	847-705-7627
Hunting Ridge Elementary	1105 W Illinois Ave, Palatine IL 60067	847-963-5300	847-963-5306
Jane Addams Elementary	1020 E Sayles Dr, Palatine IL 60074	847-963-5000	847-963-5006
Kimball Hill Elementary	2905 Meadow Dr, Rolling Meadows IL 60008	847-963-5200	847-963-5206
Lake Louise Elementary	500 N Jonathan Dr, Palatine IL 60074	847-963-5600	847-963-5606
Lincoln Elementary	1021 N Ridgewood Ln, Palatine IL 60067	847-963-5700	847-963-5706
Marion Jordan Elementary	100 N Harrison Ave, Palatine IL 60067	847-963-5500	847-963-5506
Pleasant Hill Elementary	434 W Illinois Ave, Palatine IL 60067	847-963-5900	847-963-5906
Stuart R. Paddock Elementary	225 W Washington St, Palatine IL 60067	847-963-5800	847-963-5806
Virginia Lake Elementary	925 N Glenn Dr, Palatine IL 60074	847-963-7100	847-963-7106
Willow Bend Elementary	4700 Barker Ave, Rolling Meadows IL 60008	847-963-7300	847-963-7306
Winston Campus Elementary	900 E Palatine Rd, Palatine IL 60074	847-963-7500	847-963-7406
Carl Sandburg Middle School	2600 Martin Ln, Rolling Meadows IL 60008	847-963-7800	847-963-7806
Plum Grove Middle School	2600 Plum Grove Rd, Rolling Meadows IL 60008	847-963-7600	847-963-7606
Thomas Jefferson Middle School	3805 Winston Dr, Hoffman Estates IL 60192	847-963-5400	847-963-5406
Walter R. Sundling Middle School	1100 N Smith St, Palatine IL 60067	847-963-3700	847-963-3706
Winston Campus Middle School	900 E Palatine Rd, Palatine IL 60074	847-963-7400	847-963-7508

These disclosures are authorized pursuant to the Family Education Rights and Privacy Act (20 U.S.C. Section 1232g), the Illinois School Student Records Act (105 ILCS 10/1 et seq.), and the Illinois Mental Health and Developmental Disability Confidentiality Act (740 ILCS 110/1 et seq.), and are to be made for the purpose of educational evaluation and/or planning.

I understand that I have the right to inspect and copy the information to be disclosed, challenge its contents, and limit my consent to designated records or portions of the information contained in those records. I also understand that my refusal to consent to the exchange of records and communications could result in incomplete and/or inappropriate educational planning for the student. This consent expires one year from the date indicated below. However, I understand that I have the right to revoke this consent in writing at any time.

PARENT/GUARDIAN SIGNATURE DATE

STUDENT SIGNATURE (REQUIRED IF STUDENT IS AGE 12 OR OLDER) DATE