Elmwood Park C.U.S.D. #401

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Request to Release School Records

Date:

Student's Full Name While Attending:

Date of Birth:

Year of Graduation:

Select a delivery method

- ☐ Pick up records at Elmwood Park High School
- ☐ Send transcripts to this address:
- ☐ Email transcripts to this email:

Address/Email if selected:

Check categories to be sent:

- ☐ Transcript of scholastic records (dates of enrollment, courses studied, grades, credits, awards, identifying information)
- ☐ Other (ie: IEP, medical, etc., please specify): _____
- ☐ ACT/SAT/Test Scores (Prior to 2010 only. If you graduated in 2010 or after, you must contact ACT or Collegeboard for scores.)

Requester:

- ☐ If 18+ Student/Self
- ☐ If under 18: Parent/Guardian and name:

Signature of above:

Current Address:

Phone number:

RIGHTS AND PRIVACY OF STUDENT EDUCATIONAL RECORDS
The Elmwood Park District 401 Board of Education has established a policy ensuring the privacy of student educational records as required by federal law. The District 401 policy follows the law which states parents have the right to:

1. Examine and copy all information.
2. Inspect or challenge the content of the records.
3. Request copies of the temporary records.