



River Trails School District 26

1900 E. Kensington Road
Mt. Prospect, IL 60056

(847) 297-4120
Fax: (847) 297-4124
Website: rtsd26.org

CONSENT FOR RELEASE OF INFORMATION

Student's Name _____

Birthdate _____

I hereby authorize School District #26 to **RELEASE** information concerning the above named student to:

I hereby authorize School District #26 to **OBTAIN** information concerning the above named student from:

NAME/AGENCY _____

ADDRESS _____

TELEPHONE _____

Please check all that apply: All Student Records (Including all Special Education Records)
 Telephone/Personal Contact Other

(Specify) _____

Optional: Information **NOT** to be released (Specify): _____

Consent for Release of Information valid _____ through _____
Beginning date *Ending date*

When releasing records to District #26, please send to:

- PRAIRIE TRAILS SCHOOL, 805 Burning Bush Ln., Mt. Prospect, IL 60056 (224)265-9900
- EUCLID SCHOOL, 1211 N. Wheeling Rd., Mt. Prospect, IL 60056 (847) 259-3303
- INDIAN GROVE SCHOOL, 1340 Burning Bush, Mt. Prospect, IL 60056, (847) 298-1976
- RIVER TRAILS MIDDLE SCHOOL, 1000 N. Wolf, Mt. Prospect, IL 60056, (847) 298-1750
- RIVER TRAILS SCHOOL DIST. #26, Attn: Carie Cohen
1900 E. Kensington, Mt. Prospect, IL 60056 (847) 297-4120

I understand, upon written request, that I have the right to inspect and copy information contained in the records prior to release.



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Parent/Guardian Signature

Date

Student Signature if 12 or older (Mental health records only)

Date

In accordance with the Rules and Regulations governing School Student Records based on the Illinois School Student Record Act of 1975:

1. A student's ***Permanent Record*** consists of basic identification information, grades and academic records, health and accident records, attendance, and a record of the release of the permanent record information. I may consist of honors/awards received and information on membership and participation in school sponsored activities.
2. The ***Temporary Record*** consists of all information not required in the student's Permanent Record. It may include the family background information, intelligence, aptitude, and achievement test scores, case study reports, psychological evaluations, special education files, extra curricular activities, honors and awards, teacher anecdotal records, disciplinary information, other verified information relevant to the education of the student, and a record of release of the temporary information.
3. Parents have the right to inspect and copy all school records regarding their children.
4. Student records are not released to anyone other than parents and authorized personnel. Upon transfer to a new school, Illinois law requires that all student records be sent to the new school within 10 days. In addition, the principal will complete a Student Transfer form as required by Illinois law.
5. Parents may challenge specific information, exclusive of grades, on the basis of accuracy, relevance, or propriety. Requests of this nature should be initiated with the school principal.
6. Directory information may be designated by the school. It shall be limited to identifying information such as name, address, grade level, birthdate, and parents' names and addresses. Directory information may be released to the general public, unless a parent requests that any or all such information not be released on his/her child.
7. The District is required to review all records and make appropriate corrections or deletions every four years or upon a change in the student's attendance center. At the end of the school year, all 5th grade records will



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be transferred to the middle school. All records for 8th grade students will be transferred to the appropriate high school in District 214, District 207, or a parochial high school if directed by the parent.

8. *Record Destruction Schedule*

A copy of the special education records will be retained for 5 years after a student has graduated or transferred from the District.

Disciplinary information is destroyed upon the student's transfer to another district or upon graduation from 8th grade.