

# River Forest Community School Corporation

**HENERY S. EVANS ELEMENTARY SCHOOL**

2915 East 35<sup>th</sup> Avenue, Lake Station, Indiana, 46405

**PHONE: (219) 962-1608**

**FAX: (219) 962-1643**



## RELEASE OF INFORMATION

**TO FORMER SCHOOL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE/FAX:** \_\_\_\_\_

**RE:**

\_\_\_\_\_  
**Name of Student**

\_\_\_\_\_  
**Birth date**

\_\_\_\_\_  
**Grade**

**PARENT SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

Please forward the records of the aforementioned student please include:

1. **Official transcript of grades**
2. **Grades to date of withdrawal**
3. **Complete health records**
4. **Standardized test results**
5. **Attendance records**
6. **Psychological evaluations/Special Education records (I.E.P)**
7. **504 Plan**
8. **Discipline records**
9. **Birth Certificate**

According to the Final Regulations-Family Rights and Privacy Act, it is no longer necessary to obtain written consent to release records between schools. It states that school officials, including teachers within the educational institution and officials of other schools in school systems in which the student may intend to enroll, may receive a student's records without a written consent form.