



**ROOSEVELT SCHOOL DISTRICT #66
PUPIL PERSONNEL SERVICES
REQUEST FOR STUDENT RECORDS**

TODAY'S DATE: _____

IMPORTANT: Education records can ONLY be released to the student or parent of the student if under the age of 18. If student is over the age of 18, records can ONLY be released to the student. Identification will be required of the person requesting records. This is according to The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR part 99).

Name of Student: _____
First Name Middle Name Last Name (at time of attendance)

Date of Birth: _____

School presently attending (if applicable): _____

Roosevelt District School(s) Attended:	Dates Attended:	Grades Attended:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Special Needs Student? Yes _____ No _____

Father's Name _____

Mother's Name _____

Name of person requesting records: _____ Relationship to student: _____

Reason for request: _____

Telephone number (with area code) where you can be reached: _____

Please Note: Records will be available within three(3) working days AFTER the request form has been completed and submitted. If records cannot be located, you will be notified at the phone number you have given above.

For District Use Only:

Name of Identification Holder: _____ Relationship to student: _____

Driver's License # or other Photo ID: _____ Expiration Date: _____