

RELEASE OF RECORDS



LOCKPORT SCHOOL DISTRICT 91

"Education is our connection to the future"

808 Adams Street

Lockport, IL 60441

FOR STUDENTS TRANSFERRING TO ANOTHER SCHOOL DISTRICT

I/We, the undersigned Parent/Guardian of the following student:

_____ DOB _____ Grade _____
_____ Milne Grove _____ Kelvin Grove _____ Special Education

Give our permission to Milne Grove-Kelvin Grove, Lockport School District 91, to release all cumulative records, psychological records, medical records, and special education records. Please send the above-stated records to the following school:

Name of New School/School District: _____

Address of District: _____

Phone Number: _____ Last Date of D91 Attendance: _____

Does the student have an IEP? YES NO

If yes, provide the new district's special education administrator email: _____

Reason for withdrawing:

____ Homeschooling ____ Transfer to Parochial ____ Moving out of state ____ Moving out of District

If moving, please indicate expected move date: _____

New Address (if known): _____

If new address is not known at this time, please provide the address of a friend or relative that you will be in contact with in case we need to forward anything:

Name: _____ Address: _____

Phone: _____ Any additional comments: _____

Parent/Guardian Name: _____ Parent/Guardian Phone: _____

This release does not waive the right to challenge or review the contents of said student record by the parents, guardian or emancipated minor as prescribed by law.

Parent/Guardian Signature: _____ Date _____

Other requirements:

The following must be returned (or current) when withdrawing students from District 91 for all student records to transfer.

- ☐ Return all textbooks
- ☐ Return Chromebook and charger (grades 3-8)
- ☐ Return all library books
- ☐ Return all classroom materials
- ☐ Satisfy all outstanding library fees/fines paid in full
- ☐ Satisfy all outstanding meal fees/fines paid in full

Please remember to pick up the student's personal property and school supplies from the classroom or locker.

- If you would like to request a prorated refund of the registration fee, if applicable, please email cdragosh@d91.net
- If you would like to request a refund of unused meal credits, contact your school's meal program manager.