



District Records Office
355 East Chicago Street
Elgin, Illinois, 60120-6543
(847) 888-5000 x5329
FAX (847) 608-2759

Academic Success for All

REQUEST FOR ACCESS TO STUDENT'S DIRECTORY INFORMATION

The undersigned requests to have access, or has the authority to access the following student directory information:

- Identifying information" Name, address, gender, grade level, birthdate and place, parents/guardians names and addresses.
Academic awards, degrees, honors.
Information related to school-sponsored activities, organizations, athletics, major field of study.
Period of attendance in school
Forwarding school/address

The above information is requested for the following student(s):

Table with 3 columns: Name, Birthdate, School

Reason for request

I assure that the school directory information that I receive is to be used only for the purposes indicated, that my receipt of the information is in conformance with all applicable federal and state laws, regulations, and school district policies, and that I will not disclose such information to any other person. (Assurance not necessary for parental or student requests).

Date Signature Title

The information requested should be sent to:

Name (Print) Title
Address Phone