



## RELEASE OF RECORDS

Parents: Please complete and give this form to your child's current school. Records must be sent directly from the school.

Student's legal name \_\_\_\_\_

Date of birth \_\_\_\_\_ Current grade \_\_\_\_\_

Current school \_\_\_\_\_

School address \_\_\_\_\_

School phone # \_\_\_\_\_ School fax # \_\_\_\_\_

I authorize the following information regarding my child to be released to Westminster Christian School:

- Grades from the past two and current school years
- Academic transcript (for grades 9-12)
- Standardized test scores
- Immunization and medical records
- IEP, 504 Plans or other special services documentation
- Attendance and disciplinary records
- Social work reports, psychological reports, verified reports from non-school, medical reports

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Address \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Please send completed form to:

Director of Admissions  
Westminster Christian School  
2700 W. Highland Avenue  
Elgin, IL 60124  
Phone: 847.695.0310  
Fax: 847.695.0135  
admissions@westminsterchristian.org

Statement of Confidentiality: It is the policy of Westminster Christian School that all information received regarding a candidate's application for admission will be treated with complete confidentiality. Only authorized school personnel have access to this information and then only to the extent that the information is relevant to admission and placement decisions. Information received within the scope of this policy is not disclosed to the applicant or to the applicant's family.