

# Highland Christian Academy

...academic excellence with a Christian worldview

## STUDENT RECORDS PARENT/GUARDIAN RELEASE FORM

Parents of prospective students should mail, fax or hand deliver this form to their child's current school as soon as possible so that the school will forward copies of the child's school records to HCA

Student's Name \_\_\_\_\_

Grade \_\_\_\_\_ Today's Date \_\_\_\_\_

School Attended \_\_\_\_\_

School's Phone or Fax # \_\_\_\_\_

School Address \_\_\_\_\_ Zip \_\_\_\_\_

Parent's Name \_\_\_\_\_

Parent's Address \_\_\_\_\_ Zip \_\_\_\_\_

School records may be examined by parents(s), or Lerner, if of legal age. The information to be released may include the following:

Official School Records (Identifying Information, Academic Transcript/Grades, Standardized Group Test Results Class Rank, Attendance, Birth Certificate, Immunization & Health records, participation in school sponsored activities)  
Teacher, Counsellor & Staff Observations  
Case Studies, Evaluations, Reports of Multi-Disciplinary Staffings  
Social Work Reports, Psychological Reports, Verified Reports from non-school, Medical Reports  
Chemical Abuse/Dependency Reports  
Special Education Records (Including related services) & IEP Reports, if applicable

I, the parent or guardian of the above listed student, authorize Highland Christian Academy to obtain information from: \_\_\_\_\_

**Release records to: Highland Christian Academy  
2250 W. Highland Ave.  
Elgin, IL 60123**

I understand that this authorization takes effect immediately. It expires no more than one year from the date of my signature. I also understand that I may change this authorization at any time.

\_\_\_\_\_  
Signature of parent or legal guardian

\_\_\_\_\_  
Date