

**JOLIET DIOCESAN SCHOOL SYSTEM  
RELEASE OF RECORDS**

When children transfer from one school to another, it is essential that the receiving school has access to a child's academic records and/or cumulative files in order that they might adequately provide for his/her educational placement and programs.

Federal law requires that written permission of the parent or guardian be obtained for the transfer of such records. Please complete and sign below to indicate your permission for us to obtain your child's records.

I hereby authorize Saint Michael Parish School to receive scholastic records, attendance, and health data pertaining to my child, \_\_\_\_\_, who was enrolled at:

Name of school: \_\_\_\_\_

Address of School: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

School Phone : \_\_\_\_\_

School Fax: \_\_\_\_\_

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

Current Address: \_\_\_\_\_

Date: \_\_\_\_\_

Please send the requested records to:

St. Michael Parish School  
314 West Willow Avenue  
Wheaton, IL 60187  
**Attention: Student Records**

Thank you,  
St. Michael Parish School