



**THE ACADEMY**  
at ST. JOAN OF ARC

**Request for Student Records**

Please complete one form for each student and deliver it to The Academy at St. Joan of Arc. This form is required for The Academy at St. Joan of Arc to secure student records from their previous school. We will make the request on behalf of the student.

***This form is required for all students grades K - 8th attending The Academy at St. Joan of Arc for the first time for the 2023/2024 academic year.***

I, \_\_\_\_\_ (name of parent / guardian), parent/legal guardian of student set forth below hereby authorize and request \_\_\_\_\_ (name of school Releasing Records) located at \_\_\_\_\_ (address of school) to release the following records for \_\_\_\_\_ (student's name).

To be completed by personnel at The Academy at St. Joan of Arc

- Permanent Records**: these include basic identifying information, academic transcript, attendance records and health reports.
- Temporary Records**: these include intelligence, aptitude, achievement or other test scores, teacher comments, reports of psychological evaluations, special education records.

Records should be mailed to:

The Academy at St. Joan of Arc  
9245 N. Lawndale Avenue  
Evanston, IL 60203

Signature of Parent or Legal Guardian: \_\_\_\_\_

Name of Parent or Legal Guardian: \_\_\_\_\_

Relationship: \_\_\_\_\_

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