

COMMUNITY HIGH SCHOOL DISTRICT 94  
326 JOLIET STREET  
WEST CHICAGO, IL 60185  
Ph: 630-876-6200

NON-CUSTODIAL PARENT REQUEST FOR RECORDS

I am the non-custodial/non-residential parent of \_\_\_\_\_  
(Student name)

\_\_\_\_\_, a pupil currently enrolled at Community High School.  
(Birthdate)

I hereby request the following:

The same correspondence, records, notices, grades or reports regarding my child, as are furnished to the custodial parent on a regular basis. Said reports are to be:

Picked up by me at the principal's office

I wish to examine this material in the school office on \_\_\_\_\_ At \_\_\_\_\_ o'clock.

Mailed to me at the following address:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Street Address)

\_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip)

\_\_\_\_\_  
(Phone Number)

I hereby state in accordance with the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232g, and regulation at 34 C.F.R. Part 99 that there is no divorce decree or any court order that has been issued or is in progress, which restricts in any way my right to inspect, copy or challenge my child's records.

I understand that a copy of this request will be furnished to the custodial parent.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

CC: Custodial Parent, Counselor, Dean, Principal, Nurse, and Athletic Director