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Exton, PA 19341
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Student Services Release of School Records Request Form
Usages: Document Requests and Informational Requests

(This is for special education and related records/information only. This is not the form to use for a transfer of schools or potential transfer of schools.)

Please check appropriate box(es):

- Document request.** There is a \$0.25 per page fee. This fee must be paid prior to materials being mailed or picked-up by the parent/guardian. Please provide an estimate of copying costs before processing: No Yes *(please circle)*
- Information request.** This allows CCS employees to communicate with and share information about this student with a school, agency, or person.

Collegium will process document and information requests in the order in which they are received and will work to do so as quickly as possible. However, processing of this request may take up to 45 school days. Please submit the form with appropriate advance notice. No documents will be provided to a family until obligations are fulfilled.

I, _____, *(print parent/guardian's name)* authorize Collegium Charter School to:

Please check appropriate box.

- Process the document request indicated above. Release the school records for my child. Please send a copy of his/her Special Education Records. There is a \$0.25 per page fee. This fee must be paid prior to materials being mailed, emailed, or picked-up.
Please indicate preferences:
 - Provide an estimate of costs before processing: No Yes
 - Release records to: Parent Agency
 - Method of receipt: USPS Mail Pick-Up @ CCS Email to: _____

Or

- Communicate with and share information about the student listed below with the school, agency, or person listed below.

Name of Student: _____ Grade: _____

to _____
(Name of School, Agency or Person)

Address: _____

(Date)

(Signature of Parent/Guardian)

CCS Main Office: Return to Student Services Office, 435 Building