

## Education Record Request

Date of Letter:

Parent/Guardian:

Email:

Mailing Address:

Student Name:

Student Date of Birth:

Schools attended:

This letter is to request the entire education record file for my child listed above. This request for education records is made under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g Family education and private rights, and 34 CFR Part 99.

The term "education records" is defined as records that are directly related to a student and maintained by an educational agency or institution, or by a party acting for the agency or institution. Records related to a student's special education and related services, including medical and social services, are considered education records under this definition.

The request includes (but is not limited to) the following:

1. Information contained in your records that is directly related to my child.
2. Information collected and maintained in a record while my child is/was enrolled in your school.
3. Information that is maintained by a school employee or official and meets the following criteria:
  - a. not kept in the sole possession of the maker
  - b. used in ways other than a personal memory aid,
  - c. accessible or revealed to any other person.
4. Information maintained in records pertaining to disciplinary actions or harassment intimidation and bullying (HIB).

I understand that I have the right to inspect and review the student's education records maintained by the school. I understand that the school is not required to provide copies of records unless it is impossible for parents to review the records. In order to allow adequate time to thoughtfully review and understand the records, I request that these be provided to me electronically or in paper format.

Signed,