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## Sample Request to Review an Education Record

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

To: [Name of Designated Official]

From: [Name of Parent(s)]

[Address and Phone Number]

Under the provisions of the Family Educational Rights and Privacy Act of 1974 and [insert applicable state/local laws and regulation], I wish to inspect the following education record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

of [Name of Student]: \_\_\_\_\_

School At Which Student is Attending: \_\_\_\_\_

Requester(s)' Relationship to Student: \_\_\_\_\_

I do\_\_\_/do not\_\_\_ desire a copy of such records. I understand that a reasonable fee will be charged for the copies.

Signature: \_\_\_\_\_

.....

**For official use only**

Date Received: \_\_\_\_\_ Date Request Verified: \_\_\_\_\_

Approved:\_\_\_Disapproved:\_\_\_Reason(s) for disapproval: \_\_\_\_\_

Signature of Official Approving/Disapproving Request: \_\_\_\_\_

Date: \_\_\_\_\_ Date Notification Sent: \_\_\_\_\_