

FERPA – REQUEST TO REVIEW/AMEND EDUCATION RECORDS



POLICY 3231: Any student or parent who is aggrieved by the information in the student record or the confidential student record shall complete the Parent Request to Amend Student Record form and submit to the building principal or the Director of Special Programs. An informal conference with the building principal, the Director of Special Programs or his/her designee for the purpose of challenging any information which he/she believes to be inaccurate, misleading or otherwise in violation of the privacy and rights of the student will be scheduled. Suggestions, deletions and additions to the student record or the confidential student record may be considered justifiable by the principal or Director.

INSTRUCTIONS:

1. Complete this form in its entirety.
2. Attach any supporting documentation, if necessary.
3. Submit the completed form and supporting documentation to the Director of Special Programs.

STUDENT NAME: _____ **DATE OF BIRTH** _____

ADDRESS: _____ **PHONE#:** _____ **SCHOOL :** _____

CITY _____ **EMAIL:** _____ **GRADE :** _____

Under the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA), I hereby request to review/amend the following education records in the manner listed below.

☐ **Review:** Education records to be reviewed: _____

☐ **Amend:** Education records to be amended (complete 1-3 below): _____

1. I request a change in content from: _____

To: _____

2. The following misleading data is present: _____

3. I believe it is in violation of my rights of privacy under the 1974 Family Educational Rights and Privacy Act as outlined below: _____

I affirm that I am the individual, or guardian of the individual named on this form.

STUDENT SIGNATURE: _____

DATE: _____

FOR OFFICE USE ONLY

Received by:	Date:	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Director Signature:	Date:	
Superintendent Signature (if applicable):	Date:	