

EDUCATIONAL RECORD REQUEST

To: _____
(Name of School Holding Records)

(Address of School)

Person Making Request:

Name: _____ Daytime Telephone Number: _____
(Please Print)

Mailing Address: _____ City: _____

State: _____ Zip: _____ Date of Request: _____

I desire access to or copies of the educational records of my child:

Student's name _____ DOB _____ Grade _____

Signature of Person Making Request (Signature in the Presence of a Notary) _____ Date _____

This certifies that the person making the records request is the: Custodial Parent Non-Custodial Parent Custodial-Step-Parent of the student listed above.

NOTARY: (This section only needs to be completed when the record request is not made in person with picture ID)

State of _____

County of _____

Subscribed and sworn before me this _____ day of _____.

Notary Public
My commission expires: _____

(SEAL)

Office Use Only:
Please check one: Custodial Parent Non-Custodial Parent Custodial-Step-Parent
 Attached a copy of the requesting person's ID to this document for verification. (Driver's License preferred)
 A courtesy phone call was made to the Custodial parent to ensure a court order does not exist prohibiting such a request per Utah Code 53A-3-402.1: Date _____ Time: _____
e school placed a copy of the records provided in the student's Cum folder for reference.

FERPA LAW: (34 CFR § 99)

The annual notification process must ensure that parents of a minor child understand that they have the right to:

- inspect and review their minor child's record;
- seek to amend the record if they believe it to be inaccurate;
- consent (or not) to disclosures of personally identifiable information; and
- file a complaint with the U.S. Department of Education concerning the district's failures to comply with FERPA.

Either parent has the right to review an education record unless there is evidence of a court order or state law revoking or restricting these rights. Parents may access the education records of eligible students if they claim the student as a dependent for income tax purposes. However, agencies may require verification of the requester's relationship with the child before providing access to records. The right of parents to access information is limited to their own child or children who are less than 18 years of age. If the education record includes information about other students, that information must be removed prior to disclosure so that parents do not have access to any other child's records. (34 CFR § 99.12)

When parents of a minor child (or eligible students) request to review their records, the education institution must respond within 45 days, even if these records are kept by an outside party acting for the school. During these 45 days, the education institution cannot destroy any of the requested records.

- Non-custodial parent of a minor child has rights to *written* records.
- Custodial step-parent of a minor child has rights to *written* records.
- Non-custodial stepparent has NO rights to access any information, students or records. They should not be allowed to volunteer in the classroom of their stepchild without written permission from the custodial parent.
- The records of a police officer (SRO) that is working in your school are considered to be maintained by the police department and as such are not covered by FERPA. Parents wanting to access those records would need to make that request from the law enforcement agency.

Date: _____

Signature of Receipt of Records (Same person that made the request)

