

Educational Record Request

Student Information

Name: _____ Date of Birth: _____
 Name While Enrolled: _____ Address: _____
 Email: _____ City: _____
 Phone: _____ State: _____ Zip Code: _____
 Dates of Enrollment: _____ School: _____

Authorization to Release Information

Access to educational records is governed by the Family Educational Rights and Privacy Act (FERPA). Generally, custodial and non-custodial parents have access to written records until a student turns 18, provided there is not a court order or other legal action that revokes this right. At age 18, the rights of access to and amendment of records transfer to the student; however, custodial and non-custodial parents may retain access to records if they are able to claim the student as a dependent on the most recent tax return. Step-parents who are present on a day-to-day basis in the home with a custodial parent may have access rights to records; non-custodial step-parents do not have record access rights under FERPA. FERPA allows a maximum of 45 calendar days for a response to a record request; same-day responses may not be possible.

I am the student named above, am over the age of 18, and am requesting access to the record for myself.

I am the parent/guardian of the minor student named above and am requesting access to the record for myself. My information is listed below. If I am a step-parent, I affirm that I am present on a day-to-day basis in the home with a custodial natural parent.

I am the adult student or parent/guardian of the student named above (who is under the age of 18) and am requesting access to the record for the individual/group listed below **OR** am requesting a copy of the record be sent to the individual/group listed below.

Name: _____ Address: _____
 Email: _____ City: _____
 Phone: _____ State: _____ Zip Code: _____

Request Information

Describe the record(s) being requested:

Describe the reason of or purpose for the record request or disclosure:

Signature of Requestor

Date

Current Students: Submit request to the principal at the school. Prior Students: Submit request to Student Services at the District Office.

If the request is not completed in person with valid photo ID, the signature must be notarized.

State of _____
 §
 County of _____

Subscribed and sworn before me this _____ day of _____, 20____
 by _____

Notary Public