

DATE

REQUEST FOR INFORMATION UNDER FERPA

Dear **NAME OF SCHOOL OFFICIAL**:

We are the parents of **NAME OF CHILD**, a student at **NAME OF SCHOOL** who is under the age of 18. The federal Family Educational Rights and Privacy Act (FERPA), codified at Section 1232g of Title 20 of the United States Code, provides:

No funds shall be made available under any applicable program to any educational agency or institution which has a policy of denying, or which effectively prevents, the parents of students who are or have been in attendance at a school of such agency or at such institution, as the case may be, the right to inspect and review the education records of their children. If any material or document in the education record of a student includes information on more than one student, the parents of one of such students shall have the right to inspect and review only such part of such material or document as relates to such student or to be informed of the specific information contained in such part of such material. Each educational agency or institution shall establish appropriate procedures for the granting of a request by parents for access to the education records of their children within a reasonable period of time, but in no case more than forty-five days after the request has been made.

FERPA defines “education records” as “records, files, documents, and other materials which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution or by a person acting for such agency or institution.”

Pursuant to FERPA, we request a review or inspection, within 45 days, of all records, files, documents, and other materials (regardless of their location or format) that indicate the name(s), pronouns, sex, and gender that the school, district, and/or its employees are using, or have used at any time, to refer to or classify our minor child while at school.

Thank you.

NAMES OF PARENTS