

Dear School Administrator,

As a parent/guardian, I am contacting \_\_\_\_\_ in reference to the following student:  
Current School Name

Student Name

Student Date of Birth

As parent/guardian of the above-named student, I would like to request the following records:

	Immunization Record
	Most Recent Report Card
	Current Attendance Report
	Disciplinary Report
	High School Transcript
	IEP (Individualized Education Program)
	NOREP (Notice of Recommended Educational Placement)
	RR/ER (Re-Evaluation Report/Evaluation Report)
	Other: _____

Please respond by:

Email: \_\_\_\_\_

Parent Pick-up

Print Parent/Guardian Name

Phone Number

Parent/Guardian Signature

Date

*The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.*

*Per FERPA Guidelines, Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. FERPA requires that educational agencies and institutions comply with a request by a parent or eligible student for access to education records within a reasonable period of time.*