



## EDUCATIONAL RECORD REQUEST

Name of School Holding Records \_\_\_\_\_ Address \_\_\_\_\_ Date of Request \_\_\_\_\_

Requestor or Person Making Request (Please Print) \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

I desire access to student records

I desire copies of student educational records

Student's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Grade \_\_\_\_\_

**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 step-parent has NO rights to access any information, students or records.
- The records of a police officer (SRO) who 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.

This certifies that the person making the request for the student listed above is:

Custodial Parent     
  Non-Custodial Parent     
  Custodial Step-Parent     
  Self (Student)

Signature of Person Requesting Records \_\_\_\_\_

Date \_\_\_\_\_

(If request is not in person, with Picture ID, SIGNATURE MUST BE NOTARIZED.)

State of \_\_\_\_\_

County of \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SEAL

Notary Public \_\_\_\_\_

**School/District Office Use Only:**

Attached is 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 53G-7-204: Date \_\_\_\_\_ Time \_\_\_\_\_

Placed a copy of the records provided to the Requestor in the student's Permanent Cumulative Folder for reference.

Signature of Receipt of Records (Requestor) \_\_\_\_\_ Date \_\_\_\_\_