

Sample Letter Requesting Review of Child's Educational Records Under the
Family Education Rights and Privacy Act (FERPA)

PARENTAL RIGHTS CONCERNING SCHOOL RECORDS

See <http://www.ed.gov/offices/OM/fpco> for an explanation of your rights provided by
the **Family Educational Rights and Privacy Act (FERPA)**.

Your Full Return Address
Date

Name of Principal
Child's School
Address

Dear (Name of Principal):

I am the parent of _____, whose date of birth is _____
and who is a student in the _____ grade.

I am writing to schedule a time to come to school and review all of my child's educational records (cumulative, confidential, discipline, and attendance). I understand that under the Family Education Rights and Privacy Act (FERPA), I have the right to examine records kept in my child's personal file. I will be requesting copies of all or some of my child's records. Among the records I will be requesting are pre-referral records (e.g., IST and Title I), evaluation reports, including the composite and sub-test scores of all group and individual ability as well as achievement tests administered since kindergarten (including PSSA results), Special Education or Section 504 records.

I understand that under both federal and state law, the district must maintain a list of all persons who have requested or obtained a child's' educational records and the district must make this list available to parents upon request. At this time, I am requesting the list of all persons who have requested or obtained access to my child's records.

Please let me know when and where I can schedule a time to see my child's records. I will need to see the records by _____. You can reach me during the day at _____.

I look forward to hearing from you. Thank you for your consideration.

Sincerely,

Your Name

(Keep a copy of this letter in your files.)

WHAT CAN I DO IF THE SCHOOL REFUSES TO LET ME SEE OR CORRECT MY CHILD'S RECORDS OR RELEASES INFORMATION WITHOUT MY CONSENT

Immediately send a written complaint citing names and dates and stating specifically how your rights have been violated to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue S.W.
L'Enfant Plaza, Room 2100
Washington, DC 20202-4605

If the student is handicapped or gifted, you can also write to:
Division of Compliance Monitoring and Planning
Bureau of Special Education
Pennsylvania Department of Education
333 Market Street
Harrisburg, PA 17126-0333

The Division of Compliance must respond within 60 days. You may contact the Division of Compliance at (717) 783-6913 to obtain a complaint form. Send a copy to the district superintendent and keep a copy of the complaint for your records.

IF YOU NEED FURTHER INFORMATION, CALL THE EDUCATION LAW CENTER at (412) 391-5225 (Pittsburgh Office) or (215) 238-6970 (Philadelphia Office).