

# REQUEST BY PARENT OR GUARDIAN TO REVIEW EDUCATION RECORDS

---

To: \_\_\_\_\_ [Record Custodian]

I wish to make an appointment to review the following education records of my child/ward:

\_\_\_\_\_  
[Give description, e.g. "all of my child/ward's education records in your custody," "my child/ward's disciplinary records," etc.]

Attached to this request is: [Check one]

1. \_\_\_\_ Written consent from my child/ward
2. \_\_\_\_ The IRS 1040 I filed in the most recent tax year showing that I claimed my child/ward as a dependent.

Student Name [printed]: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

Parent/Guardian's Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

\_\_\_\_\_ (Parent/Guardian signature)

\_\_\_\_\_ (Date)

---

## RESPONSE TO REQUEST TO REVIEW EDUCATION RECORDS

To: \_\_\_\_\_ [Parent/Guardian]

Your request for review of the education records listed above was received on

\_\_\_\_\_

1. The requested record(s) will be made available for your review at the following office, \_\_\_\_\_, on the following date and time: \_\_\_\_\_

*Please bring a photo ID or other identification.*

2. Your request to review education records cannot be granted because

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Record Custodian)

\_\_\_\_\_ (Date)

---

### CONFIRMATION OF REVIEW

I have reviewed the requested records.

\_\_\_\_\_ (Parent/Guardian signature)

\_\_\_\_\_ Date