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| **Request a Change/Removal/Addition in Records** |  |  |
| ***As allowed under the Family Right to Educational Privacy Act (FERPA)***  Sample Letter Requesting a Change/Addition/Removal in Your Child's School Record As allowed under the Family Right to Educational Privacy Act (FERPA).  This letter should be used to ask the school to change or remove false records that appear in, or add new materials to, your child's school file. Be sure to keep a copy for your records.  *Note: You can also request that the school add material to the file.*  (Date)    (Name of Principal)  (Name of School)  (School Address)  (City), (MI) (Zip Code)    Dear (Name of Principal):  I am the parent of (Name of Child) , DOB (mm/dd/yyyy), a student at your school. There is a statement in his/her (give name of file or record) which I believe is ("misleading," "inaccurate," and/or "in violation of my child's rights") because (give your reasons).  I request that you (change/remove) (Name of child’s( records so that they will no longer be ("misleading," "inaccurate," and/or "in violation of my child's rights") . This request is being made as provided by the Family Rights and Educational Privacy Act (FERPA).  I look forward to hearing from you within 5 school days.  Sincerely,  (Parent Name)  (Address)  (City), (MI) (Zip Code)  Email Address:  Home Phone:  Work Phone: |  |  |
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