|  |  |  |
| --- | --- | --- |
| **Sample Request to Copy Records** |  |   |
| Draft |  |  |
| ***As allowed under the Family Right to Educational Privacy Act (FERPA)***This letter should be used to request copies of records from your child's school file. Be sure to keep a copy for your records.(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. Please inform me in writing about what kind of educational records including but not limited to:(List all documents such as: "discipline records," "academic records," "testing," "psychological testing," "special education records," "confidential files," "police reports," "evaluations done by school personnel and by external sources," etc.) you have on my son/daughter, (Name of Child) , DOB (mm/dd/yyyy). Please tell me where all these records are kept, and whom I should contact so that I can look at them and have copies 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:  |  |  |