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| **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: |  |  |