|  |  |  |
| --- | --- | --- |
| **Sample Request to View Records** |  |  |
| Draft |  |  |
| ***As allowed under the Family Right to Educational Privacy Act (FERPA)***  This letter should be used to see what is in your child's school file. Be sure to keep a copy for your records.  (Date)    (Name of District Superintendent),  (Name of School District)  (District Address)  (City), (MI) (Zip Code)    Dear (Name of District Superintendent):  I would like an appointment to view the complete unredacted records, including but not limited to:  (List all documents you would like to view here 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.)  of my son/daughter, (Name of Child) , DOB (mm/dd/yyyy) as soon as possible. Please inform me of the locations of ALL of these files as well.  I would appreciate your prompt response within the next 5 school days to my request as provided by the Family Rights and Educational Privacy Act (FERPA).  Sincerely,  Parent Name  Address  (City), MI) (Zip Code)  Email Address:  Home Phone:  Work Phone: |  |  |