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| **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 NameAddress(City), MI) (Zip Code)Email Address: Home Phone: Work Phone:  |  |  |