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|  **Sample Complaint To Family Rights And Educational Privacy Act (FERPA)**This template should be used to file a complaint when your child's school doesn't comply with FERPA. Be sure to keep a copy for your records. *(For special education records, see IDEA rules. You can also request records through FOIA and may get more information.)* |  |   |
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| Family Policy Compliance OfficeU.S. Department of Education 400 Maryland Avenue, SWWashington, DC 20202-8520Phone: 1-800-USA-LEARN 1-800-872-5327)I hereby lodge an official complaint against the School District of (Name of District, City, State) on behalf of (Name of Student) who attends (Name of School) for what I believe to be the maintenance of inappropriate records/content or a violation of the “Family Rights and Educational Privacy Act”.The nature of the complaint is as checked:Challenge to Record or Content (select the term that fits)* inaccurate
* misleading
* incomplete
* inappropriate

Record challenged may be identified as: (Description)Title: (Title of document) Date: (Date on document)Person responsible for Entry or person currently maintaining record: (Full name, position)Date challenged content discovered: (Date)Alleged Violations of Act or Regulations: (select term(s) that fit)* failure to provide notification of all rights (totally or in needed language)
* failure to publish local access and hearing procedures
* inappropriate person(s) grant denied access
* failure to provide interpretation assistance as requested
* failure to provide requested hearing
* failure to provide uninvolved hearing officer
* failure of hearing officer to provide written opinion within reasonable time
* failure to amend records at request
* inappropriate sharing of confidential information
* other

Date of Violation: (Date)Date Violation Discovered if different from above: (Date)Sincerely, (Parent/Guardian Name)(Address)(City), (MI) (Zip Code)Optional:Email Address: (not required)Home Phone: (not required) Work Phone: (not required)  Updated with corrections from Mark McWilliams, 8/31/13 kk |  |  |