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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 Office  U.S. Department of Education  400 Maryland Avenue, SW  Washington, DC 20202-8520  Phone: 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 |  |  |