

Family Education Rights and Privacy Act (FERPA) Record Correction Request

Eligible Student's Name

Address

Telephone Number

Principal's Name

Superintendent's Name

School Name

School Address

Date _____

Request for Correction of Education Records (Eligible Student)

Dear Principal _____,

I am writing to request corrections to my records in accordance with my rights as an "eligible student" under the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g(a)(2). An eligible student is a student who has reached 18 years of age or is attending an institution of postsecondary education. 20 U.S.C. § 1232g(d).

I am an eligible student because:

- ☐ I have reached 18 years of age.
- ☐ I am attending an institution of postsecondary education.

Below is my information:

Name: _____.

Date of Birth: _____.

School: _____.

Grade Level: _____.

As you know, schools have a legal obligation to maintain accurate education records, and, under FERPA, I have the right to seek amendment or correction of any records that are inaccurate, misleading, or in violation of my right to privacy. 20 U.S.C. § 1232g(a)(2); 34 C.F.R. § 99.20(a). The school is required to consider this request and respond within "a reasonable amount of time,"

no later than 45 days from today's date. 34 C.F.R. § 99.20(b). Additionally, public schools have a legal obligation to ensure that student records are maintained in accordance with state and federal law. 22. Pa. Code § 12.31(b).

My record needs to be corrected because it is:

- ☐ **INACCURATE**
- ☐ **MISLEADING**
- ☐ **VIOLATES MY RIGHT TO PRIVACY**

I have checked off all that apply and provided additional information about my specific requests.

My Record Is Inaccurate

- ☐ My record contains the following inaccuracy/inaccuracies (*e.g., school records say I was suspended when I was not*):

This information is inaccurate because:

Important information about myself is inaccurate:

- ☐ My name is inaccurate. My name is _____.
- ☐ My home address is inaccurate. My home address is _____.
- ☐ My attendance record is inaccurate.
 - ☐ My records indicating unexcused absences on the following date(s) _____ are inaccurate because:
 - ☐ I was present.
 - ☐ Timely excuse notes were provided.
 - ☐ School-provided transportation was late or did not show up.
 - ☐ I was suspended or expelled.
 - ☐ I was hospitalized or receiving needed medical care during school hours.
 - ☐ I was absent for the following "other urgent reasons," namely _____.
 - ☐ My disability status is inaccurate.
 - ☐ I DO have a 504 Plan.
 - ☐ I DO have an IEP.

- ☐ I believe the disability category on my 504 Plan or IEP is inaccurate and should be revised by the IEP or 504 Team to reflect my disability as _____.
- ☐ My suspension/expulsion dates are incorrect. [See attached.](#)
- ☐ My disciplinary record is inaccurate and should be corrected to state the following (*e.g., I did not engage in fighting*):
- ☐ Other:

Important information about me is inaccurate:

- ☐ My contact information is incorrect. My phone number is _____, and my email is _____.
- ☐ The name listed for my parent/guardian/caregiver is incorrect and should be _____.
- ☐ Other: _____.

To fix the inaccuracy/inaccuracies I have explained above, I request that the following information:

- ☐ Be **ADDED** to my record: _____.
- ☐ Be **AMENDED** to state _____.
- ☐ Be **REMOVED** from my record: _____.

I believe the inaccuracy/inaccuracies can be found in the following records that are known to me: _____.

My Record is Misleading

- ☐ My record contains the following misleading statements (*e.g., school records indicate that I received an incomplete in a course when I made up coursework; include discipline when the behaviors were manifestations of my disabilities or caused by the school's failure to follow my IEP; state that I act older than my actual age; state that I violated school rules without providing necessary context, such as self-defense*):

☐ This is misleading because

_____.

To fix the misleading information that I have explained above, I request that the following information:

☐ Be **ADDED** to my record:

_____.

☐ Be **CORRECTED** to state:

_____.

☐ Be **DELETED AND REMOVED** from my record:

_____.

I believe this misleading statement can be found in the following records that are known to me:

_____.

My Record Violates the My Privacy Rights

☐ My record contains the following private information, which must be protected (*e.g., references to juvenile court information; reasons I was placed in foster care; reasons that I was hospitalized; references to my family members' health histories*):

☐ This information should be **DELETED and REMOVED** from my education records.

_____.

As you know, under FERPA, Local Education Agencies (LEAs) are legally required to consider all education records amendment requests and inform eligible students of the decision regarding their requests. 20 U.S.C. § 1232g(a)(2); 34 C.F.R. § 99.20(b).

I look forward to quickly resolving my requests and hope to avoid the need for additional process. However, I reserve the right to move forward with requesting that a hearing be held regarding the corrections I am seeking, as permitted by 20 U.S.C. § 1232g(a)(2), and/or to file a complaint under FERPA with the U.S. Department of Education, pursuant to 20 U.S.C. § 1232g(g) and 34 C.F.R. § 99.63, should this become necessary.

Please email me at _____ or call me at _____ with any questions or concerns. I look forward to hearing from you soon.

*(If applicable: I require interpretation and translation services _____ . I
communicate using _____.)*

Sincerely,

Signature

Date