

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

Parent's/Guardian's Name

Address

Telephone Number

Principal's Name

Superintendent's Name

School Name

School Address

Date _____

Request for Correction of Education Records (Parent)

Dear Principal _____,

I am writing on behalf of my child, identified below, to request corrections to my student's records in accordance with my rights as a "parent" under the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g(a)(2).

Name of Student: _____

Date of Birth: _____

Current 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 child's right to privacy. 20 U.S.C. § 1232g(a)(2); 34 C.F.R. § 99.20(a). My child's 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 child's record needs to be corrected because it is:

- ☐ **INACCURATE**
- ☐ **MISLEADING**
- ☐ **VIOLATES MY CHILD'S RIGHT TO PRIVACY**

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

My Child's Record Is Inaccurate

- ☐ My child's record contains the following inaccuracy/inaccuracies (*e.g., school records say my student was suspended when they were not suspended*):

- ☐ This information is inaccurate because:

Important information about my child is inaccurate:

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

- ☐ I believe disability category on my child's 504 Plan or IEP is inaccurate and should be revised by the IEP or 504 Team to reflect their disability as _____.
- ☐ My child's suspension/expulsion dates are incorrect. [See attached.](#)
- ☐ My child's disciplinary record is inaccurate and should be corrected to state the following (*e.g., my child 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 child's 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 child's record: _____.
- ☐ Be **AMENDED** to state: _____.
- ☐ Be **REMOVED** from my child's record: _____.

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

_____.

My Child's Record is Misleading

- ☐ My child's record contains the following misleading statements (*e.g., school records indicate that my child received an incomplete in a course when they made up coursework; include discipline when the behaviors were manifestations of my child's disabilities or caused by the school's failure to follow the child's IEP; state that my child acts older than their actual age; state that my child 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 child's record:

☐ Be **CORRECTED** to state:

☐ Be **DELETED AND REMOVED** from my child's record:
_____.

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

My Child's Record Violates the Child's Privacy Rights

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

☐ This information should be **DELETED and REMOVED** from my child's education records:
_____.

As you know, under FERPA, Local Education Agencies (LEAs) are legally required to consider all education records amendment requests and inform parents of the decision regarding their requests. 20 U.S.C. § 1232(a)(3).

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 _____. My child communicates using _____. I communicate using _____.)

Sincerely,

Signature

Date