

Request to Amend the Educational Records

I have reviewed the records of _____, maintained
name of student

at _____
location of records

I request that that the records be amended due to the following reasons:

Signature of Parent/Eligible Student

Decision rendered in request to amend student records:

- _____ 1. Request to amend student education approved and records amended.
- _____ 2. Request to amend student education denied.

Signature of School Official Maintaing
Records

Parent or eligible student has the right to a hearing to challenge the content of the educational records if requested to amend student records is denied by completing the request for a Hearing form.