

Date

Mr./Ms. Principal
School Address

Dear Mr./Ms. _____,

Please consider this letter a request for my son, Robert John Smith's (DOB: 1/1/91), scholastic or educational records. FERPA, which allows parents to make such a request, defines "scholastic or educational records," as follows: "those records, files, documents, and other materials, which (i) contain information directly related to a student; and (ii) are maintained by an educational agency or institution or by a person acting for such an agency or institution." 20 U.S.C. Sec. 1232g (4) (A). See also 34 CFR sec. 99.3.

Thus we are requesting educational records as defined by FERPA which includes not only all formal records but emails, notes, teacher-to-teacher or teacher-to-administrator communications, and formal and informal correspondence of any type relating to Robert, and anything directly related to Robert.

Please call me if you have any questions or if you need me to clarify anything. Also, please let me know as soon as possible where and when they will be delivered, or when they will be available to be picked up.

I thank you in advance for your help, and I look forward to hearing from you.

VTY,

Parent's Name