

Sample FERPA Records Request Letter for U.S. Parents

Purpose:

Under the Family Educational Rights and Privacy Act (FERPA) (<https://www.law.cornell.edu/uscode/text/20/1232g>), you have the right to access and review your child's education records, such as grades, report cards, disciplinary records, or health information. This sample letter helps you formally request those records from your school, ensuring transparency in your child's education. It's designed for any U.S. parent, with a focus on empowering you to ensure schools prioritize academics and respect your values.

Instructions:

Fill in the blanks with your details and your child's information.

Submit the letter to your school's principal or records office via email, certified mail, or in person (check your school's preferred method).

Keep a copy for your records and follow up if you don't receive a response within 45 days, as required by FERPA.

If your school denies your request, file a complaint with the U.S. Department of Education's Family Policy Compliance Office at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/complaint-process.html>.

Sample FERPA Records Request Letter

[Your Name]

[Your Address]

[City, State, ZIP]

[Your Email Address]

[Your Phone Number]

[Date]

[School Name]

[Principal or Records Office Name]

[School Address]

[City, State, ZIP]

Subject: FERPA Records Request for [Child's Full Name], Grade [Grade Level]

Dear [Principal/Records Office Name],

Pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g, <https://www.law.cornell.edu/uscode/text/20/1232g>), I am requesting access to my child's education records. My child is [Child's Full Name], currently in [Grade Level] at [School Name].

I am requesting to inspect and review the following records:

Grades and report cards

Disciplinary records

Attendance records

Health or special education records (e.g., Individualized Education Program, if applicable)

[Specify other records, e.g., teacher notes, assessment results, or specific documents]

I would like to review these records in person or receive copies in [specify format, e.g., electronic PDF or printed copies]. Please inform me of any fees for copying, as allowed under FERPA, before processing.

As required by FERPA, please provide access within 45 days of this request. If any records are withheld, please provide a written explanation citing the specific exemption. For more information on my FERPA rights, see

<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Contact me at [Your Email Address] or [Your Phone Number] with any questions or to arrange a time to review the records. Thank you for your prompt attention to this request.

Sincerely,

[Your Full Name]

Additional Notes for Parents:

Why Use This Letter? FERPA guarantees your right to see your child's education records without penalty. Schools must comply within 45 days and notify you annually of your rights.

What to Expect: Inspection is free, but copying may involve nominal fees. Schools may redact information protected by privacy laws (e.g., other students' data).

Next Steps: If denied, use our Parental Rights Guide for more details or file a complaint with the U.S. Department of Education at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/complaint-process.html>.

Get Support: Visit our website for more tools, like [the Opt-Out Form](#), [Curriculum Transparency Toolkit](#), or [follow us on X](#) for updates.