

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.