

Regulation

STUDENTS

7240.1

APPLICATION TO INSPECT FERPA RECORDS

To: Student Records Access Officer

I hereby apply to inspect the following student's records: _____
(Name of Student)

I hereby apply to inspect the following records: _____

I am the: Natural Parent
 Legal Guardian
 Individual acting as parent or guardian in the absence of student's parent or guardian
 Student over 18 years of age

Signature

Date

Representing

Address

FOR SCHOOL DISTRICT/BOCES ONLY

Approved: _____

Denied: _____

- Requested record cannot be found
- Requested record has been destroyed
- Requested record not maintained by school

Signature

Title

Date

NOTICE: You have a right to request correction of the content of the school records examined if you believe such records to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student by making a request on a prescribed form directed to the above referenced Records Access Officer.

I hereby request a correction.

Signature

Date

Utica City School District

Adopted: 07/01/10, 11/27/12, 06/23/15 Rescinded: 06/23/20

Approved by the Superintendent: 06/23/20