

PARENT/GUARDIAN/STUDENT REQUEST FOR COPY OF EDUCATION RECORDS

Date: _____, 20 _____

Ms. Virgen Carey
Student Records Manager
Newburgh Enlarged City School District
124 Grand Street
Newburgh, NY 12550

Dear Ms. Carey:

The purpose of this letter is to request copies of the education records identified below, for (name of student) _____, who is (please circle one) my son / my daughter / myself as eligible student. I understand that, if the records include answers to a standardized test(s), the district will not provide a copy of the standardized test questions.

I request copies of the following records:

- 1) _____
- 2) _____
- 3) _____

I am making this request because of the reason(s) indicated below with an X:

- The student's records are being transferred to another school.
- Information is being released to a third party I have designated.
- District failure to provide copies will effectively deny my right to inspect the records (for example, if the parent lives far away and cannot come in to review/inspect them).

I understand that, unless one of these reasons is indicated, district policy states that copies of records shall not be provided. I also understand that I will reimburse the district a fee of 25 cents per page (or actual cost of reproduction), and postage, if any.

I can be reached at my home telephone # _____, or at my cellular phone # _____. Thank you for your attention to this request.

Sincerely,

Parent/Guardian/Eligible Student

Student's DOB: _____
Current school: _____
Last school attended: _____
Year of graduation: _____

Cut or fold and tear out along this line or copy the form