

# Pittsford Schools

## Request to Review Student Records

Directions: Please complete the request form and submit to the Principal's Office

Requested by: \_\_\_\_\_

Please check: Parent \_\_\_\_\_ Guardian \_\_\_\_\_ Eligible Student\* \_\_\_\_\_

\* "Eligible Student" is a current or former student who has reached eighteen years of age or is attending any school beyond the high school level.

Student's Name: \_\_\_\_\_

Student's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

The record(s) I want to review are:

- Cumulative Education Folder
- Special Education Folder
- Other (Request needs to be approved by an administrator)

Please check if applicable:

- A parent/guardian has the right to designate a representative to inspect or review their child's records. I request the right to have \_\_\_\_\_ act as my designee.  
(name)

**SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*\*\*\*\*

Signature and title of staff member(s) present when records were reviewed:

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

### Procedures for Review of Student Records by Parent, Guardian or Student

1. Requests to review student records are made by completing a "Request to Review Student Records" form and submitting it to the principal's office.
2. The request will be granted within a reasonable period of time and the District will make its best efforts to grant the request no more than twenty (20) school days after the request has been made.
3. A building administrator, school counselor, school nurse or other designated staff member will be present during the appointment to answer any questions that the parent, guardian, eligible student or designee may have regarding the school records, and to ensure records remain intact.
4. A copy of part or all of the education records will be provided upon request to a parent, guardian, eligible student or designee. The fees for copying of records will be identical to that set forth in the regulations relating to the Public Access to Records (3310R). The request will be granted within a reasonable period of time and the District will make its best efforts to grant the request within no more than ten (10) school days.

(This form is to be retained in student's *Cumulative Education Folder*)