

RECORDS REQUEST RESPONSE

The records attached are copies of records held by _____

The records we maintain are considered educational and protected by the Family Educational Rights and Privacy Act (FERPA).

Restrictions on Redisclosure of Educational Records

This disclosure of personally identifiable information from an educational record is made on the condition that the party, _____, to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent. The officers, employees, and agents of _____ who receive these records may use the information, but only for the purposes for which the disclosure was made. The redisclosure provision does not apply to disclosures pursuant to court order or subpoena.

The parent has consented to redisclosure for the purpose of:

I have released all requested records in the possession of _____.

I have released all requested records in the possession of _____ except for the following information and/or documents that have been omitted or redacted from the copy of the attached records:

I have omitted or redacted the above-listed information and/or documents from the copy of attached records for the following reason(s):

All records for the time period in question have been destroyed in accordance with our program's records retention policy. We normally destroy records on:

July 1st after the date of the child's 9th birthday.

Records Retention period specified below:

A thorough search of both our active and archived files has been performed and a record for this child was not found.

I am unable to fulfill the request for records for the following reason(s):

Name of Custodian of Records or designee

Title

Date