



**NOTICE TO CUSTODIAL PARENT OF REQUEST FOR ACCESS TO STUDENT RECORDS BY NON-CUSTODIAL PARENT**

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

Dear \_\_\_\_\_,

We received a request for access to student records from the following individual, who states they are a parent of your child.

If you do not want us to disclose your child's education records to this individual, you must provide a copy of a legally binding document (such as a court order) that revokes this individual's right to access the student's education records. You must provide this document within 14 days of the date of this letter. If we do not receive such a document, then we are required to fulfill this request.

If you believe the disclosure of the child's records will endanger the safety of you or your family, please contact me right away by calling \_\_\_\_\_ or emailing me at \_\_\_\_\_.

Sincerely,

**Student's Information**

Student Name: \_\_\_\_\_

Student's Date of Birth: \_\_\_\_\_

Student ID/OSIS Number (9-digits) \_\_\_\_\_

**Individual Requesting Records**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Records Being Requested**

Records Requested: \_\_\_\_\_

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