

Request by Parent or Guardian to Review Education Records

I, _____ (parent/guardian name), wish to make an appointment to review the following education records of my child/ward: (give description, e.g. "all of my child/ward's education records in your custody," "my child/ward's disciplinary records," "my child/ward's transcripts," etc.)

Attached to this request is: (check one)

Written consent from my child/ward

The IRS 1040 I filed in the most recent tax year showing that I claimed my child/ward as a dependent.

Student Name: (printed) _____

Student Identification Number: _____

Parent/Guardian's Address: _____

Parent/Guardian Telephone Number: _____

Parent/Guardian Signature

Date

Please bring a photo ID or other identification when you arrive to review the records.

Note: Modification of this Form requires approval of OGC