

# Milan Elementary School

## REQUEST TO OBTAIN SCHOOL RECORDS BY NON-CUSTODIAL PARENT

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

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

In accordance with the Family Educational Rights and Privacy Act, I request access to the school records of the above student. Under penalty of law I state my relationship to the students is **as verified by the attached birth certificate or court order.**

Student records include: Student Cumulative Record (enrollment history, attendance summary, credits earned, grades, etc.) and may also include: Student Services Record (psychological evaluations, special education records, etc.

Please mark as appropriate:

I request copies of all school records to date.

I request copies of only \_\_\_\_\_

I request copies of progress report quarterly.

Other (please specify) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Mailing Address City State Zip

Telephone number (s) where I can be reached during the working day: \_\_\_\_\_

\_\_\_\_\_  
E-mail Address \_\_\_\_\_

Requests for school records are to be submitted in writing (with appropriate documentation of relationship) to the Office of the Principal, 418 E. Carr Street, Milan, IN 47031. By federal law, Milan Elementary School will respond to your request within 45 days. If you have any questions, you may contact the Principal at (812) 654-2922.