

Student Records Review Request Form – Lake Oswego School District

Student's Name

Student's Birthdate

Date of Request

School

Name of Person Requesting Records

Relation to Student (e.g., father, mother, guardian)

Which records are being requested? Please specify (e.g., enrollment history, grades, attendance, assessment, etc.)

Signature of Requesting Parent/Guardian

This section is for school staff only:

Name of School Staff Processing this Request

How Request was Processed

☐

Paper copies given to requester

☐

In-school records review

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Other

Per OAR 581-021-0270, "Except as limited under FERPA and IDEA, each educational agency or institution shall permit a parent, an eligible student, or a representative of a parent if authorized in writing by the parent, to inspect and review the education records of the student." "If a parent or an eligible student so requests, the educational agency or institution shall give the parent or eligible student a copy of the student's education records pursuant to ORS 192.440, except that no copy of test protocols, test questions and answers, and other documents described in 192.501(4) shall be provided unless authorized by federal law."