

**Sayville Public Schools**

**Request for Copies of Educational Records Under FERPA**

**To: Records Access Office  
Sayville Public Schools  
99 Greeley Avenue  
Sayville, NY 11782**

**According to the Family Educational Rights and Privacy Act, parents have the right to inspect and review the student's education records within 45 days of the day the district receives a request for access. If parents request a copy of educational records, the district's fee is twenty-five cents per page.**

**PLEASE PRINT**

**Name of Student** \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Person Requesting Access** \_\_\_\_\_

**Relation to Student** \_\_\_\_\_

**I hereby request copies of the following documents from my child's educational record:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone#:** \_\_\_\_\_