

**FORM B: REQUEST TO INSPECT RECORDS**

I, \_\_\_\_\_, a student, 18 years of age or older (date of birth \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_),  
(Name) (Month) (Day) (Year)  
at \_\_\_\_\_, \_\_\_\_\_ Public Schools, request to inspect my records  
(School)  
at the above school on \_\_\_\_\_ \_\_\_\_\_ in the principal's office or such other reasonable time and place as the  
(Date) (Time)  
principal may indicate.

OR

If I no longer live in the school district, I request that the records be sent to me at the following address:

Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_

Enclosed is \$ \_\_\_\_\_ for reproduction and mailing.

\_\_\_\_\_  
Signature

The portion below this line may be completed but is not required by law.

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**INSPECTION REPORT**

Date \_\_\_\_\_

The above student's education record was inspected on this date.

Remarks (if any): \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Student 18 or over

\_\_\_\_\_  
Signature of Principal