

**REQUEST FOR RECORDS DENIED  
INCOMPLETE FORMS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (Name and Address)

Dear Sir or Madam:

We will be unable to comply with your request for the records of \_\_\_\_\_ (student) until you complete the enclosed forms and return them to us. If you have substantially similar forms, we will accept them, provided the parental or eligible student notification signature is attached. Such signature is necessary in order to comply with the Family Educational Rights and Privacy Act of 1974.

Sincerely,

\_\_\_\_\_