

REQUEST FOR RECORDS INFORMATION DENIED

_____ (Name and address)

Dear Sir or Madam:

We are unable to honor your request for information from student files unless you inform us in writing of:

1. Your authority to act as representative of (a) the Comptroller General of the United States, (b) the Secretary of H.E.W., (c) an administrative head of an education agency, or (d) state educational authorities.
2. The federally supported education program or state law pursuant to which you request the information.
3. The specific authorization by federal statute to receive personally identifiable information, if you seek such information.

We are sorry for the delay but feel restrained by the Family Educational Rights and Privacy Act of 1974.

Sincerely,
