

**REVIEW OF STUDENT RECORDS
NOTIFICATION TO PARENT**

_____ (Name and address)

Dear Parent:

In the course of your child's education, the school district will keep records as deemed necessary to provide programs to meet your child's needs and interests. You have the right to inspect and review any and all records, files, and data related to your child; they will be available for such review at any time during the regular school day. If you have any concern regarding the accuracy or appropriateness of any information or record maintained by the school, please do not hesitate to inform the principal of that concern.

Very truly yours,

Principal

_____ (School)

_____ (Address)

_____ (Telephone)