



# Robertson County Schools

## FERPA Records Request Form

| STUDENT INFORMATION    | REQUESTER INFORMATION    |
|------------------------|--------------------------|
| Student Full Name:     | Requestor Name:          |
| Student Date of Birth: | Relationship to Student: |
| School Name:           | Phone Number:            |
| Grade Level:           | Email Address:           |

### TYPE OF REQUEST

- Inspect/Evaluate Records
- Request Copies of Records
- Request Amendment of Records

### DELIVERY METHOD

- Pick Up in Person
- Mail
- Email (if permitted)

### RECORDS REQUESTED (be specific)

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### SUBMISSION INSTRUCTIONS

Submit this form to the Robertson County Schools Student Services Department:

- In person: Central Office (address below)
- By mail: Attn: Student Records Request, 800 M.S. Courts Blvd, Springfield, TN 37172

Valid photo identification is required before records are released.

### ACKNOWLEDGMENT

Records will be provided in accordance with 34 CFR § 99.10 -99.12.

Reasonable research and copy/postage fees may apply.

### PARENT/GUARDIAN SIGNATURE

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

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

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| <p><b>Office Use Only:</b></p> <p>Date Received: _____</p> <p>Date Fulfilled: _____</p> <hr/> <p>Total Fee: _____</p> <p>Date Fee Paid: _____</p> |
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