MILLWOOD PUBLIC SCHOOLS FORM A

REQUEST TO INSPECT RECORDS

(Applicable only to parents of eligible students under age 18)

I,_____
(Name)

the parents or legal guardians of _____, a student at

_____ _____
(School) (School District)

1. Request to inspect the records of the above student at the above school

_____ _____ in the principal's office or
(Date) (Time)

Such other reasonable time and place as the principal may indicate.

OR

2. If I and the above-mentioned student 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 Code)

Enclosed is $_____ for reproduction and mailing.

_____
(Signature)

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

.....

INSPECTION REPORT

_____
(Date)

The above student's education record was inspected on this date. Remarks (if any): _____

_____

_____

_____ _____
Principal's Signature Parent or Guardian's Signature

In Compliance with the Family Educational Rights and Privacy Act of 1974

MILLWOOD PUBLIC SCHOOLS FORM B
REQUEST TO INSPECT RECORDS
(For students over 18 years of age)

I,_____ a student, 18 years or older,
(Name)

_____ _____ _____, at _____
(Month) (Day) (Year) (School)

_____request to inspect my record at the above school on_____
(School District) (Date)

_____in the principal's office, or such other reasonable time and place as the 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 Code)

Enclosed is $_____ for reproduction and mailing.

_____ _____
(Date) (Signature)

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

.....

INSPECTION REPORT

_____
(Date)

The above student's education record was inspected on this date. Remarks (if any): _____

_____

_____

_____ _____
Principal's Signature Parent or Guardian's Signature

In Compliance with the Family Educational Rights and Privacy Act of 1974

MILLWOOD PUBLIC SCHOOLS FORM C
AUTHORITY TO TRANSFER EDUCATION RECORDS
(Parent Form)

_____
(Date)

I,_____
(Name)

the parent or legal guardian of _____authorize the transfer of student's educational record.

From_____ _____
(School) (School District)

_____
(State)

The school that student intends to enroll or is enrolled.

To_____ _____
(School Official) (School District)

_____
(City) (State) (Zip Code)

_____Scholastic Record _____Activity Record _____Confidential Record

_____Census Date _____Health Record

_____Attendance Record _____Behavioral Record

_____Test Record _____Personal Recommendations

Others (list)_____

I have been given the opportunity to inspect and challenge the above record.

_____ _____
(Principal)

_____ _____
(Date) (Parent or Guardian's Signature

In compliance with the Family Educational Rights and Privacy Act of 1974
MILLWOOD PUBLIC SCHOOLS FORM D

AUTHORITY TO TRANSFER EDUCATION RECORDS
(Eligible Student Over 18)

_____
(Date)

I,_____, a student 18 years of age or over,
(Name)

date of birth_____ _____ _____ authorize the
(Month) (Day) (Year)

transfer of all my education records.

From_____ _____
(School) (School District)

_____
(State)

in which I am enrolled or seek or intend to enroll; or the following parts of the education record if applicable

To_____ _____
(School Official) (School District)

_____
(City) (State) (Zip Code)

_____Scholastic Record _____Activity Record _____Confidential Record

_____Census Date _____Health Record

_____Attendance Record _____Behavioral Record

_____Test Record _____Personal Recommendations

Others (list)_____

I have been given the opportunity to inspect and challenge the above record.

_____ _____
(Principal) (Signature of Student 18 or Over)

_____
(Date)

In compliance with the Family Educational Rights and Privacy Act of 1974
MILLWOOD PUBLIC SCHOOLS FORM E
EDUCATION RECORD CHALLENGE

(Parent Form)

I,_____the parent of, legal guardians of
(Name)
_____, a student at_____
(School)

_____on_____
(School District) (Date)

inspected the education record of the above student and challenge the following items:

1. _____ _____Inaccurate

_____Misleading

_____Otherwise violations of privacy
Or other right of student

2. _____ _____Inaccurate

_____Misleading

_____Otherwise violations of privacy
Or other right of student

Date:_____ Signed:_____

Received by Principal_____ _____
(Date) (Principal's Signature)

Action taken (records purged before hearing, hearing granted)

_____

_____

_____

Date_____ Signed:_____
(Principal's Signature)

In compliance with the Family Educational Rights and Privacy Act of 1974

EDUCATION RECORD CHALLENGE
(Eligible Student Over 18)

I,_____, a student 18 years of age or over
(Name)

date of birth_____ _____ _____, at_____
(Month) (Day) (Year) (School)

_____ on_____
(School District) (Date)

inspected my education record and challenge the following items:

1. _____ _____Inaccurate

_____Misleading

_____Otherwise violations of privacy
Or other right of student

2. _____ _____Inaccurate

_____Misleading

_____Otherwise violations of privacy
Or other right of student

Date:_____ Signed:_____
(Student 18 Years or Over)

Received by Principal_____ _____
(Date) (Principal's Signature)

Action taken (records purged before hearing, hearing granted)

_____

_____

_____

Date_____ Signed:_____
(Principal's Signature)

In compliance with the Family Educational Rights and Privacy Act of 1974

FORM G

MILLWOOD PUBLIC SCHOOLS

NOTICE OF HEARING TO CONTEST RECORD CONTENT

You are hereby notified that a hearing to contest the content of the record of

_____, will be held at_____
(Student) (Place)

On_____ at _____. The hearing officer will be
(Date) (Time)

_____.
(Hearing Officer)

You have the following rights:

A. Right to present testimony within a reasonable time limitation.

B. Right to introduce written evidence.

C. Right to question adverse evidence.

D. Right to appeal hearing officer's decision to local board.

In compliance with the Family Educational Rights and Privacy Act of 1974

MILLWOOD PUBLIC SCHOOLS FORM H

SUMMARY OF HEARING TO CONTEST RECORD CONTENT

1. Date of request by parent or eligible student for contest hearing._____

2. Date of hearing set (within reasonable time after request)_____

3. Date notice of hearing (Form G) sent to parents or eligible student._____

4. Hearing officer (superintendent or his or her designee)_____

   A. Parents or eligible student given reasonable time to present testimony.___
   B. Parent or eligible student allowed to introduce written evidence ___
   C. Action taken by hearing officer: ___

      Record purged _____
      Record changed ____ to read

_____

_____

_____

Reasons:_____

_____

_____

   D. Parents or eligible student notified in writing of conclusion and actions taken. (A copy of this completed form may serve as written notice.) File copy of written notice of decision kept for documentation. _____

   E. Parents or eligible student, if aggrieved by hearing officer decision, notified of right to appeal to local board. _____

5. Appeal Contest:

   A. Parents or eligible student informed of appeal hearing date. _____

   B. Parents or eligible student given time to present arguments. _____

   C. Local board: Affirmed _____ reversed _____

In compliance with the Family Educational Rights and Privacy Act of 1974

MILLWOOD PUBLIC SCHOOLS FORM I

PERMISSION OF PARENT OR LEGAL GUARDIAN
FOR

THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD

I,_____ the parent or legal guardian
(Name)
of_____, a student at_____
(Name) (School)

request that the following part of the above student's records_____

_____

be made available to_____for the purpose of_____

_____

_____

Date_____Signed:_____ _____

❑ Please send me a copy of the records released at the following address:

_____
(Name)

_____
(Street Address)

_____
(City) (State) (Zip Code

❑ Please send a copy to the above student at the following address:

_____
(Name)

_____
(Street Address) (City) (Zip Code)

Enclosed is $_____ for reproduction and mailing.

In compliance with the Family Educational Rights and Privacy Act of 1974

MILLWOOD PUBLIC SCHOOLS FORM J

PERMISSION OF EIGHTEEN OR OVER STUDENT
FOR

THIRD PARTY ACCESS TO STUDENT'S EDUCATION RECORD

I,_____, a student at_____
(Name) (School)

_____, being 18 years of age or older, date of birth

_____ _____ _____, request the following
(Month) (Day) (Year)

part of my record:_____

_____

_____

be made available to_____ for the purpose of_____
(Name)

_____

_____

Date_____ Signed: _____
(Student 18 or Over)

❑ Please send me a copy of the records released at the following address:

_____
(Name)

_____
(Street Address)

_____
(City) (State) (Zip Code

Enclosed is $_____ for reproduction and mailing.

In compliance with the Family Educational Rights and Privacy Act of 1974

FORM K

MILLWOOD PUBLIC SCHOOLS

RECORD OF THIRD PART ACCESS
(Required of All Third Parties, to be kept in student file)

I,_____, request access to the educational

records of_____in whole____, in part____, (specify part

seen)_____

_____

for the following legitimate educational or other interest:_____

_____

_____

_____

The above information was transferred to me only on the condition that I will not permit any other party have access to such information without the written consent of the parents of the above student.

Date:_____ Signed:_____

In compliance with the Family Educational Rights and Privacy Act of 1974

MILLWOOD PUBLIC SCHOOLS FORM L

TRANSFER OF RECORDS UNDER JUDICIAL ORDER

OR
LAWFULLY ISSUED SUBPOENA

I,_____, the parent or legal guardian

of_____, a student at_____
(Name) (School)

_____
(School District)

OR

I,_____, a student 18 years of age or over,

date of birth_____ at_____
(Month) (Day) (Year) (School)

_____have been notified prior to compliance
(School District)

That a judicial order or lawful subpoena has been issued demanding the records of the above student in whole or part.

Date:_____ Signed:_____

In compliance with the Family Educational Rights and Privacy Act of 1974

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,

DIRECTORY INFORMATION

REQUEST TO NON-PUBLISH

Millwood Public Schools
6724 Martin L. King Avenue
Oklahoma City, OK 73111

	Student's Name	Grade
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Please state the specific directory information that is requested for NON-PUBLISH and the related reasons for the request.

_____

_____

_____

_____

_____

_____
Parent's Signature

_____
Date