

Here is a template, totally free of charge!

However, **we don't recommend using it.**

Like all free templates on the internet, it hasn't been adapted to your specific needs.

Visit our website to easily create a [fully personalized document](#) for a low one-time fee.

Our lawyers work hard to keep everything updated and accurate.

You get all of the benefits of a lawyer at a fraction of the cost.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Re: Request for School Records for \_\_\_\_\_**

Dear Sir or Madam:

The purpose of this letter is to request my school records for the period from \_\_\_\_\_ to \_\_\_\_\_. Please send all available records that are on file from this time period.

This request is being made pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. section 1232g.

If there is a charge for copying and sending the requested records, please send me a billing statement.

Sincerely,

\_\_\_\_\_