



Request to Review Records

Student Information

Daytime phone number: () Date of birth (MM/DD/YYYY): / /

Student's legal name/s while attending Jeffco Schools:

Last: First: Middle:

Student's current legal name (please include legal name change documents):

Last: First: Middle:

Last Jeffco school attended: Last year of attendance:

Requester's last name: Requester's first name:

Request to Review Education Records (see policy JRA/JRC)

In most cases, a parent/guardian has the right to review his or her student's Education Records. Ordinarily, this right transfers to the student when the student reaches 18 years of age or is attending an institution of postsecondary education (an "eligible student").

Specifically, I request the following records for review (use the back of this sheet if additional space is needed):

Blank lines for specifying records for review.

Student signature (18 yrs. or older): Date:

Parent/Guardian signature (for students under 18 yrs.): Date:

Please print the request form, sign, date, and submit your request to the Student Records Center to be processed. Completed forms may be delivered or mailed to the address at the top or scanned to Records@jeffco.k12.co.us. Forms with a typed or electronic signature will not be accepted.

Process to Review Education Records

Within a reasonable period of time, but not more than 45 days, after receiving the request, the Custodian of Records will contact the requester to set a date and time when the Education Records will be available for inspection and review at the district's offices.

If circumstances effectively prevent a parent/guardian or eligible student from exercising the right to review the requested Education Records, the district may provide such parent/guardian or eligible student with a copy of the requested records and, generally, may charge a fee for such copy. In lieu of providing copies of the requested records, the district may make other arrangements for the review of the requested records.

Fees may include:

- Academic records (cumulative folder records) – \$3.00
Special Education records - \$3.00
Additional records - \$0.10 per page
Postage – as applicable

Date of Request: Appointment date/time:

Notes:

Custodian of Records (or Designee) Signature: Date: