



LOUDOUN COUNTY PUBLIC SCHOOLS STUDENT RECORD AMENDMENT FORM

Procedures for Requesting Amendment of Educational Records

A parent or eligible student may request that the students educational record(s) be amended if the parent or eligible student believe the records contain information that is inaccurate, misleading, or a violation of the student’s privacy rights. Below is the process to request an amendment to the record:

1. The Parent or eligible student submits a request to amend the record to the school Principal (Custodian of the Records). The parents must identify, in writing, the portion of the record believed to contain information that is deemed inaccurate, misleading, or a violation of the student’s privacy rights.
2. Within 15 days after receipt of the request, the school administrator will either deny the request or amend the record as requested and notify the parent or eligible student of the decision.
3. If the Principal (Custodian of the Records) refuses to amend the records, the parent or eligible student will be informed of the right to appeal the decision and the right to have their appeal heard at a FERPA Hearing conducted by Loudoun County Public Schools (LCPS).
4. If a hearing is desired, the parent or eligible student notifies the Assistant Superintendent for Pupil Services, in writing, who shall notify his/her designee to schedule a hearing within 30 days and notify the parent or eligible student at least 5 days prior to the hearing of the time and place.
5. The hearing will be conducted by the Assistant Superintendent for Pupil Services or designee. At the hearing,
 - a. The parent or eligible student may present evidence in support of a concern that the student’s record is inaccurate, misleading, or in violation of the student’s rights.
 - b. The parent or eligible student may be assisted or represented by a responsible adult, including legal counsel.
 - c. LCPS may be assisted or represented by legal counsel.
 - d. The decision reached is based solely on evidence presented at the hearing.
6. The parent or eligible student is notified of the decision in writing within a reasonable time, but not later than 45 days, of the hearing. A summary of the evidence and reasons for the decision will be included.
 - a. If decision is in favor of parent or eligible student, the record is amended.
 - b. If decision is against the parent or eligible student, they will be informed of their right to place a statement commenting on the information in the student’s record which will be maintained as part of the student’s record for as long as the contested portion of the record remains.

REQUEST TO AMEND AN EDUCATIONAL RECORD

If there is insufficient space on this form, attach separate sheets – please type or print.

I assert that the document(s) described below contain(s) information that is: *(Please indicate all that apply)*

Inaccurate Misleading Violation of Student Privacy

The document(s) containing the information is/are: _____

The information requesting to be amended is: _____

The reasons why I believe the information is inaccurate, misleading, or in violation of student privacy are: _____

Please attach any documentation which would support your claim and indicate which, if any, documents should be returned to you.

The records should be amended to indicate the following: _____

By submitting this signed form, I certify that I have read the form in its entirety and the information presented on the form is accurate. My signature below indicates my request to amend the educational record(s) listed above.

Name of Parent or Eligible Student-Please Print

Signature of Parent or Eligible Student

Date