



# Loudoun County Public Schools FERPA Request Form

School Name: \_\_\_\_\_ Principal's Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Under the Family Educational Rights and Privacy Act (FERPA), parents or eligible students (those who have reached 18 years of age) have the right to inspect and review their (child's) education records. Requests to view and inspect records should be submitted to the Principal or other custodian of records.

The right of a parent or an eligible student to inspect and review records includes the right to obtain a copy of those records, if desired. Annually the school division shall provide free of charge one copy of a student's scholastic record when it is 25 pages or less. Scholastic records in excess of 25 pages shall be charged at \$0.10 per page beyond the initial 25 pages. All additional copies requested will be charged \$0.10 per page for all pages. Please refer to [Regulation 4020 on Student Fees and Charges](#) for the full regulation.

A time to view the records shall be scheduled during regular working hours of the office and within a reasonable time but no later than 45 days of the request to inspect and view the records. The individual must appear in person before the principal or other custodian of the records and present proper identification. Please refer to LCPS Policy [8630 on Inspection and Review of Educational Records](#) for additional questions. Please refer to LCPS Policy [8610 for the definition of a Record](#). Additional information is available in the accompanying [Regulation](#).

I hereby request to inspect and review my (child's) education record listed below:

Student Name	Grade	Date of Birth

Preferred Day/Time to view the education record \_\_\_\_\_

I request a copy of my (child's) education record. See above for fees as defined in [Regulation 4020 on Student Fees and Charges](#)

**Signature:**

\_\_\_\_\_  
Parent/Guardian Signature OR Student Signature if 18 or over

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date