

# Regulation

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STUDENTS

7240.3

## REQUEST TO CORRECT FERPA RECORDS

To: Student Records Access Officer

\_\_\_\_\_

I request a correction of the following school records related to: \_\_\_\_\_  
(Name of Student)

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

My grounds for requesting such correction are as follows:

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representing

\_\_\_\_\_  
Mailing Address

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Utica City School District

Adopted: 11/27/12 Rescinded: 06/23/20

Approved by the Superintendent: 06/23/20