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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,

_____