

REQUEST FOR HEARING ON CORRECTION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

I believe certain official education records of my child, _____,
(full legal name of student)

Tipton Community _____ School are inaccurate, misleading or in violation of privacy
(High, Middle, Elementary)
rights of my child.

The official education records which I believe are inaccurate, misleading or in violation of the
privacy or other rights of my child are:

The reason I believe such records are inaccurate, misleading or in violation of the privacy or
other rights of my child is:

My relationship to the child is: _____

I understand that I will be notified in writing of the time and place of the hearing; that I will be
notified in writing of the decision; and I have the right to appeal the decision by so notifying the
hearing officer in writing within ten days after my receipt of the decision or a right to place a
statement in my child's record stating I disagree with the decision and why.

(Signature)

Date: _____

Address: _____

City: _____

State: _____ ZIP: _____

Phone Number: _____