

# Request to Review School Records

By Parent, Guardian, or Eligible Student (age 18 or over)



Date \_\_\_\_\_

Student's Name \_\_\_\_\_

School \_\_\_\_\_

Student's Date of Birth \_\_\_\_\_

Grade \_\_\_\_\_

For the purpose of inspection and review, I herewith request access to the records for the above-referenced student. In so doing, I hereby state under penalty of law my relationship to the student whose records are sought to be reviewed is (check one):

- the parent       the guardian       the student of the age of 18 years or over

- I wish access to:
- Student Cumulative Record (enrollment history, attendance summary, credits earned, grades, etc.)
- Student Services Record (psychological evaluations, special education records, etc.)\*

Before access to the student records will be granted, the person requesting same must establish to the satisfaction of the principal or executive director of Student Support Services or designee the stated relationship to the student. In the case of a guardian, letters of guardianship must also be furnished.

\_\_\_\_\_  
Signature of Parent, Guardian, Student 18 or over      Relationship to Student

\_\_\_\_\_  
Street or Mailing Address      City      State      Zip

Telephone number where I can be reached during the working day: \_\_\_\_\_

By federal law, Spokane Public Schools will respond to your request within 45 days. The request should be mailed to:

- Principal of the school your child is currently attending for cumulative records
- or-
- Executive Director, Student Support Services for student services records  
200 North Bernard Street  
Spokane, Washington 99201-0282

You will be contacted for an appointment or otherwise to review and/or receive copies of the records requested.

Date Reviewed \_\_\_\_\_

Signature of Parent/Guardian/Eligible Student \_\_\_\_\_

School Representative \_\_\_\_\_

\*Not all students have a student services record. This record is to be reviewed at the Student Support Services office.

Administration Building      200 North Bernard Street      Spokane, Washington 99201      Phone: (509) 354-7393