



NOTICE TO CUSTODIAL PARENT OF REQUEST FOR ACCESS TO STUDENT RECORDS BY NON-CUSTODIAL PARENT

Dear (custodial parent) _____,

On (date) _____ we received a request for access to student records from (name of requestor) _____ who said he/she is the non-custodial parent of (name of student) _____. He/She wants to:

- obtain (or)
- examine the educational records of your child

Unless the school is provided with a legally binding instrument or court order providing that the parent making the request is not permitted to have access to the child's education records, those records will be made available to the requestor by no later than 45 days from the date we received the request which is _____ (date).

Please contact _____ at (phone) _____ if you have any questions.

Sincerely,

Principal, etc