



District School Board of Pasco County FERPA Amendment to Records Request Form

Under FERPA, an eligible student has the right to request that inaccurate or misleading information in his or her education records be amended. While a school is not required to amend education records in accordance with an eligible student's request, the school is required to consider the request. If the school decides not to amend a record in accordance with an eligible student's request, the school must inform the student of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the eligible student has the right to insert a statement in the record setting forth his or her views. That statement must remain with the contested part of the eligible student's record for as long as the record is maintained.

However, while the FERPA amendment procedure may be used to challenge facts that are inaccurately recorded, it may not be used to challenge a grade, an opinion, or a substantive decision made by a school about an eligible student. FERPA was intended to require **only** that schools conform to fair recordkeeping practices and not to override the accepted standards and procedures for making academic assessments, disciplinary rulings, or placement determinations. Thus, while FERPA affords eligible students the right to seek to amend education records which contain inaccurate information, this right cannot be used to challenge a grade or an individual's opinion, or a substantive decision made by a school about a student. Additionally, if FERPA's amendment procedures are not applicable to an eligible student's request for amendment of education records, the school is not required under FERPA to hold a hearing on the matter.

** NOTE: This appeal format is not intended to be used to challenge a grade, an opinion, or a substantive decision made by a school. Further, this appeal format is not intended to override academic assessments, disciplinary rulings and/or placement decisions. This appeal format is only intended to dispute records that you feel are factually inaccurate.*

** If you are being represented by an attorney, you must notify the district office as soon as possible and a minimum of three business days prior to the records appeal hearing*

Complete the following form and submit as indicated to request an appeal

Parent/Guardian		Date	
Relationship to student		Home phone	
Address		Cell phone	
E-mail		Work phone	
Best time to reach you			
Student name		School	
Age		Grade	
Exceptionality			

*** District Complaint:**

- I am alleging that _____ (school name), has included in my child's records information that is inaccurate, misleading, or in violation of the privacy rights of the student named above
- I understand I may include facts that support my allegation(s)
- I understand that I may, at my own expense, be assisted or represented by one or more individuals of my choice, including an attorney (Parents/guardians must notify the District Office as soon as possible if they plan to be represented by an attorney or advocate)
- I understand that if a hearing occurs, I will be provided an official outcome letter within 7-10 working/school days
- I understand that if the hearing officer finds that sufficient evidence was presented to justify amending the student record as required by FERPA guidelines, the school principal will ensure that all electronic and paper records are amended and will provide a copy of said amended records via US mail within fifteen (15) working/school days of receipt of the official outcome letter

Complete the section below to include the facts you believe are inaccurate, misleading, or in violation of the privacy rights of the student.

Complete the section below to include the remedy or suggested solution you believe would resolve this problem.

I understand I will be contacted by district staff assigned to my case to:

- Clarify and review my complaint facts
- Submit additional information or documentation to support my statement (if needed)
- Provide date and time of the hearing

* Signature of Complainant (Required)

* Date

Check here if you have attached additional sheets.

Check here if you have included documents as evidence that support your facts.

Please return this complaint by US mail or email to:
Robin Hawk, Program Coordinator
c/o Discipline Secretary - SSPS
Office for Student Support Programs and Services:
District School Board of Pasco County
7227 Land O'Lakes Blvd.
Land O' Lakes, FL 34638

Please call (813) 794-2629 for additional information

FAQ's

When does a parent or eligible student have a right to a hearing?

An educational agency or institution must hold a hearing within a reasonable time after it has received a request from the parent or eligible student challenging the content of the student's education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of the privacy rights of the student.

May a parent or eligible student have an attorney at an amendment hearing?

Yes, the parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

What actions must the agency or institution take to ensure the parent or eligible student receives a timely and fair hearing regarding the amendment of education records?

The educational agency or institution must provide the parent or eligible student notice of the date, time, and place, reasonably in advance of the hearing. The individual conducting the hearing must not have a direct interest in the hearing's outcome. The agency or institution must give the parent or eligible student a full and fair opportunity to present relevant evidence. Finally, the agency or institution must make its decision in writing within a reasonable period of time after the hearing, and this decision must be based solely on the evidence presented at the hearing, include a summary of the evidence, and give the reasons for the decision.

What rights does a parent or eligible student have if, as a result of the hearing, the school decides that the information in the education record is not inaccurate or misleading?

The parent or eligible student has the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the agency or institution. The agency or institution must maintain the statement with the contested part of the record for as long as the record is maintained disclose the statement whenever it discloses the portion of the record to which the statement relates.