

[Date]

VIA U.S. MAIL

[School name and address]

Re: **FERPA Request for Records of [student name], SSN XX-XXX-XXXX**

Dear Sir or Madam:

I am submitting this request pursuant to the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99. Under FERPA, a school must provide an eligible student with his or her education records within 45 days following its receipt of a request.

I enrolled in [school name and program] at [address] in or around [date of enrollment]. I request a copy of the following:

All education records, including my complete financial aid file and academic file, and all other education records regarding or relating to me, including electronic records. This includes, but is not limited to, enrollment agreements, disclosures, student ledger, documents signed by me, any assignments and exams completed or submitted by me, all documents regarding any loans made to or owed by me, any outstanding amounts allegedly owed by me, any payment histories, and any correspondence to/from me and the school.

You may mail or fax a copy of my educational records to [address]. Thank you in advance for your prompt consideration of this request and for your timely response. If you have any questions, please feel free to contact me [include contact information].

Sincerely,