

Date _____

To whom it may concern:

I am the parent and legal guardian of _____, who is currently _____ years of age.

My child attended school in the _____ school district as described below. (Any additional information may be found on the back of this page.)

School	Grade(s)	Year(s)

Please provide me with whatever personally identifiable information (PII) that the State Education Department has collected on my child and which of this information is included in the state's student longitudinal database, including any and all information in the database that has been contributed by other state agencies.

To access this information, and challenge it if it is incorrect is every parent's right under the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and the state cannot charge me a fee for accessing it.

This was confirmed by Dale King, Director of the U.S. Department of Education's Family Policy Compliance Office, in a letter he wrote to the Nevada Education Department on July 28, 2014:

“. . . educational agencies and institutions, as well as SEAs [State educational agencies] may not charge a fee for search and retrieval of education records. See § 99.11(b)”

According to the US Department of Education, you are obligated to provide me with my child's data within 45 days of this request.

I also demand a list of any and all third parties, and/or governmental agencies, that have been provided with any of my child's PII, which elements of PII they have received, and under what privacy and security agreements these disclosures were made.

Finally, I would like to know what governmental, citizen, or advisory board exists to oversee the collection, use, distribution, and eventual destruction of my child's PII data, and their members.

Thank you for your cooperation in this matter, and I look forward to hearing from you soon.

Sincerely,

Name _____

Address _____

Email address _____ Phone _____