

POCATELLO/CHUBBUCK SCHOOL DISTRICT NO. 25
3115 Pole Line Road
Pocatello, ID 83201
(208) 232-3563, Fax (208) 235-3280

Appeal to Amend Educational Records
Level 2

I, _____ (parent/guardian/adult student) request an appeal of the decisions made by the Senior Custodian and the Superintendent/Designee to amend the educational records of _____ (student). A copy of my Request to Amend Educational Records and the decisions of the Senior Custodian and the Superintendent/Designee are attached to this request. I understand that this request will be considered in the form of a hearing, held in executive session, before the Pocatello/Chubbuck School District Board of Trustees.

Parent/Guardian/Adult Student

Date

For Office Use Only:

Hearing Date: _____
Hearing Time: _____
Location: _____
Board members in attendance: _____
Others in attendance: _____

The Board of Trustees of Pocatello/Chubbuck School District has received a request from _____ to amend the educational records of _____.

The request has been reviewed by the Board of Trustees, and the request is:

___ Approved: The educational records will be amended on or before _____.
The amendment will be as follows: _____

___ Denied: The educational records shall not be amended as requested.
The reason for denial is as follows: _____

Superintendent/Designee

Date

Note: The actions taken by the Pocatello/Chubbuck School District are pursuant to Family Education Rights and Privacy Act (FERPA) (20 U.S.C.S. 1232 (g))

Copies: Superintendent, Principal, Parent/Guardian/Adult Student, Cumulative File

07/24/2007