Jefferson-Lewis-Hamilton-Herkimer-Oneida BOCES

APPLICATION TO INSPECT STUDENT RECORDS

To: Records Management Officer
Jefferson-Lewis BOCES
20104 NYS Route 3
Watertown, New York 13601

I hereby apply to inspect the following student's records: _____
(Name of Student)

I hereby apply to inspect the following records: _____
_____

I am the:
( ) Natural Parent
( ) Legal Guardian
( ) Individual acting as parent or guardian in the absence of student's parent or guardian
( ) Student over 18 years of age

_____ _____
Signature Date

_____ _____
Representing Address

FOR BOCES USE ONLY

Approved: _____

Denied: _____

( ) Requested record cannot be found
( ) Requested record has been destroyed
( ) Requested record not maintained by school

_____ _____ _____
Signature Title Date

NOTICE: You have a right to request correction of the content of the school records examined if you believe such records to be inaccurate, misleading or otherwise in violation of the privacy or other rights of the student by making a request on a prescribed form directed to the above referenced _____.

I hereby request a correction.

_____ _____
Signature Date
