

**Board Policy Manual
Dallas Center-Grimes Community
School District**

Exhibit 506.01-E(4): Student Records Access - Request for Examination of Records

Status: ADOPTED

Original Adopted Date: 02/20/2023 | **Last Revised Date:** 11/25/2024 | **Last Reviewed Date:** 11/25/2024

See PDF on the next page.

REQUEST FOR EXAMINATION OF EDUCATION RECORDS

To: _____ Address: _____
Board Secretary (Custodian)

The undersigned desires to examine the following official education records.

of _____, _____ (Grade)
(Full Legal Name of Student) (Date of Birth)

(Name of School)

My relationship to the student is: _____

(check one)

- I do
 I do not

desire a copy of such records. I understand that a reasonable charge may be made for the copies.

(Parent's Signature)

APPROVED: _____ Date: _____

Address: _____

Signature: _____ City: _____

Title: _____ State: _____ ZIP: _____

Dated: _____ Phone Number: _____