



Student Request for Formal Hearing

To: _____
(Chairperson, Hearing Board)

From: _____ Date: _____
(Student's Name)

Subject: Request for Hearing Concerning Student Education Records

I request a formal hearing concerning correction of what I believe to be inaccurate or misleading information, described below, contained in my education records:

Education Record Contested: _____

Contested Information: _____

Please notify me of the date, time, and place of hearing. My address and telephone number follows:

Address: _____

Student's Signature: _____ **Tel.:** _____

First Endorsement

From: _____ Date: _____
(Chairperson, Hearing Board)

To: _____
(Student's Name)

The decision of the Hearing Board is as follows:

Chairperson, Hearing Board: _____

Date: _____