

To: _____

(Chairperson, Hearing Board)

From: _____ Date: _____

Subject: Request for Hearing Concerning Student 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 are as follows:

Address: _____

Telephone Number: _____

Student Signature: _____ Date: _____

First Endorsement

From: _____ Date: _____

(Chairperson, Hearing Board)

To: _____

(Student's Name)

The decision of the Hearing Board is as follows:

Chairperson, Hearing Board: _____

Date: _____