

## RECORD HEARING SUMMARY REPORTS

## ACTION

DATE

Initial request for records amendment \_\_\_\_\_

School District's written reply \_\_\_\_\_

Parent or other party's request for records hearing \_\_\_\_\_

Parent and/or other party notification of date, time,  
and place of record hearing \_\_\_\_\_

## FINDINGS CONCERNING CORRECTION OF STUDENT RECORD

Name \_\_\_\_\_  
Parent or Guardian

Address \_\_\_\_\_

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

School \_\_\_\_\_ Custodian of Records \_\_\_\_\_

A conference was held on \_\_\_\_\_ for the purpose of considering \_\_\_\_\_ request to review and discuss possible errors and corrections relating to the above named student's records.

Persons present at conference:

Summary of evidence presented by initiating party:

Summary of additional relevant information:

Summary of School District decision based solely upon the evidence presented in this hearing:

Records Hearing Officer

Date \_\_\_\_\_

Attachments: Request for Records Amendments  
Notice of School District's Action