

# REQUEST TO AMEND EDUCATIONAL RECORDS



Name(s) of Parent(s): \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ (first) (middle) (last) \_\_\_\_\_ DOB: \_\_\_\_\_

Student ID# \_\_\_\_\_ School: \_\_\_\_\_

Under the Family Educational Rights and Privacy Act (FERPA), a parent or eligible student may request to amend the education records relating to a student(s), if the information is inaccurate, misleading, or otherwise in violation of the student's privacy rights.

I request that Olathe Public Schools amend the educational records of student (identified above) as follows:

Current Record Indicates:	Requesting Record Change To:
_____	_____
(first) (middle) (last) M / F	(first) (middle) (last) M / F
Other: _____	_____
Other: _____	_____

Reason for request change to the record (use additional sheet, if needed):  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

- If student currently attends Olathe Public Schools, please return the completed form to the student's building principal.
- If student does not currently attend Olathe Public Schools, please return the form to the Education Center, 14160 S Black Bob Road, Olathe, KS 66063.
- Include supporting legal documentation for requests to change names and/or gender.

**For official use only:**

Received by Principal: \_\_\_\_\_ Received by Asst. Supt.: \_\_\_\_\_ Received by Staff Council: \_\_\_\_\_

Request Approved: \_\_\_\_\_ Request Denied: \_\_\_\_\_

Reason(s) for denial:  
\_\_\_\_\_

Signature of official approving/denying request: \_\_\_\_\_ Date: \_\_\_\_\_

## **Important Information for Parents/Guardians/Students and OPS Personnel**

- A parent/guardian/eligible student who wishes to amend their educational records must complete this form; clearly identify the part of the record the parent/guardian/eligible student wants changed; specify why it should be changed, and provide all requested documentation for the change.
- The parent/guardian/eligible student should understand that if a request is made to change a student's name found in the educational records and that request is granted by OPS, that the student's name contained in his/her educational records may not match the student's legally documented name.
- It is important to consider situations in which the student will be using the name reflected in his/her educational records for other purposes, and the impact an inconsistency between the student's legal name and the name reflected in his/her educational records on those matters. For example, applying for a driver's license; applying to attend a college or university; applying for employment; financial aid documents (e.g. FAFSA); visa documents, and W-2 forms.