

APPEAL OF DENIAL OF ACCESS TO EDUCATIONAL RECORDS OR TO CORRECT

You may appeal a denial of access to student records or other alleged denial of FERPA Rights. You must appeal with thirty (30) days of the date of the denial letter to:

Steven Dean Vice Dean

Brooklyn Law School, Room 918

Brooklyn, New York 11201

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

STATUS: Accelerated Two-Year _____ Standard Three-Year _____ Extended Four-Year _____

EXPECTED DATE OF GRADUATION: _____

I APPEAL THE DENIAL OF ACCESS TO STUDENT RECORDS IN A LETTER DATED: _____; or

I APPEAL THE DENIAL FO THE REQUEST TO AMEND THE FOLLOWING ITEMIZED RECORDS:

THE BASIS FOR THE APPEAL: _____

DATE: _____ SIGNATURE: _____

Please attached any relevant documents in support of your appeal.

If your appeal to amend educational records is denied, you have the right to a formal hearing as follows:

(a) A hearing shall be held within a reasonable time after the School has received the request for the hearing from the parent or eligible student.

(b) A notice of the date, time, and place, shall be sent reasonably in advance of the hearing.

(c) The hearing may be conducted by any individual, including an official of the School, who does not have a direct interest in the outcome of the hearing.

Appeal Request Continued

(d) The School shall give the parent or eligible student a full and fair opportunity to present evidence relevant to the issues. The parent or eligible student may, at their own expense, be assisted or represented by one or more individuals of his or her own choice, including an attorney.

(e) The School shall make its decision in writing within a reasonable period after the hearing.

(f) The decision must be based solely on the evidence presented at the hearing, and must include a summary of the evidence and the reasons for the decision.

Issued August 25, 2015

Revised October 30, 2017

