

Dear [School District],

I am the parent of [John Doe], a [\_\_ grade] student at [School]. Please consider this letter my official written request that the school/district update the Student Information System and all non-official records and outward facing communications to reflect my child's affirmed name, [John Doe], and gender marker/pronouns, [male, he/him].

This request is being made pursuant to the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education, including [School District County] Public Schools.

FERPA gives parents certain rights with respect to their child's education records. These rights include, pursuant to 20 U.S.C. 1232g(a)(2), the right "to challenge the content of such student's education records, in order to ensure that the records are not **inaccurate, misleading, or otherwise in violation of the privacy rights of students**, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein."

My child's name is [John Doe] and he is a boy - as such, he uses "he/him" pronouns. When records reflect, or teachers/staff refer to him using his dead name (i.e. birth name – ["Jane Doe"]) or incorrect pronouns ["she/her"], it is inaccurate, misleading, and in violation of his rights to privacy. The disclosure of his sex assigned at birth and name given at birth "outs" him as transgender to anyone who hears this name used or sees his records, compromises his privacy and his safety (national studies demonstrate that trans youth experience disproportionately high rates of harassment and bullying), and discloses legally protected personally identifiable information without the student or his parents' consent.

Further, the Florida Parent's Bill of Rights, § 1014.02-1014.06, Fla. Stat. (2021), provides that parents have the fundamental right to direct the upbringing, education, and care of their minor children. As the parent of [John Doe] I have the right to "direct the education and care of my minor child" free from the "obstruction or interference" of the school or school district. *Id.* at 1014.04(1)(a). Pursuant to my fundamental rights under the Florida Parent's Bill of Rights, I request that all non-official records reflect my child's affirmed name and pronouns so that my child has access to a safe and affirming environment in which he can learn and thrive. Under Florida law, a student's legal name is only *required* to be used on official transcripts, standardized tests, and special education plans (IEPs and 504 Plans). All other places where my child's name appears should reflect his affirmed name, including but not limited to: the student information system, student ID badge, rolls/rosters, substitute rosters, lunch cards or sheets, yearbook, diplomas, and more.

Thank you so much for your time and attention to this matter. I look forward to hearing back from you.

Sincerely,

\_\_\_\_\_  
(Parent's signature)

\_\_\_\_\_  
(Date)