

Dear Dr. Reeves and Records Officer,

Pursuant to the Family Educational Rights and Privacy Act (FERPA), **20 U.S.C. § 1232g**, and **34 CFR Part 99**, I am formally requesting access to **all education records** maintained by Surry County Schools related to my time as a student. This includes—but is not limited to—**academic records, disciplinary files, incident reports, teacher or administrative notes, internal emails or memos, Individualized Education Program (IEP)/504 documentation, nurse or health records, and any documentation related to reports of harassment, assault, bullying, accommodations, or disability-related events.**

Student Information:

Full Name: **Bailey Reid Gwyn**

Date of Birth: **February 19, 2002**

Schools Attended: Meadowview Magnet Middle School, North Surry High School, Surry Online Magnet

Years Attended: 2008-2020

As a former student, I am asserting my right to inspect and receive a copy of all education records maintained by the district in any format—**digital, physical, or archived**. This request includes **any records not included in my standard transcript**, including but not limited to:

1. Disciplinary or behavioral records (including informal or unwritten notes)
2. Incident reports or staff communications related to reports of assault or harassment
3. Emails, memos, or meeting notes between teachers, counselors, and administrators referencing me
4. Nurse logs, psychological evaluations, or health records maintained by the school
5. Any documentation related to disability, medical events, or requests for accommodations
6. Withdrawals or academic performance notes related to absences or hospitalizations
7. Any materials submitted by my family or healthcare providers during enrollment
8. Audio, video, or photographic surveillance or recordings if available, and where I appear
9. Copies of communication with any other districts regarding my transfer or exit from the school system (Attended Starmount High for 3 Days)

Please provide these records in **digital PDF format via secure email or a password-protected file-sharing service** if possible. If this cannot be accommodated, I am willing to accept physical copies via mail.

Under FERPA, I understand that the district must respond to this request **within 45 calendar days**. If any portion of my request is denied or redacted, please provide a **written explanation** citing the specific legal exemption used to justify the withholding.

Should you require proof of identity, I am willing to provide a copy of my government-issued ID or complete any necessary identity verification process.

Thank you for your time and attention to this matter. I look forward to receiving my full records.

Sincerely,

Bailey Reid Gwyn