



# TYLER INDEPENDENT SCHOOL DISTRICT

## NOTIFICATION OF HEARING ON AMENDMENT OF EDUCATION RECORD

FROM: \_\_\_\_\_

Records Custodian

School

Tyler, Texas 757

| For Office Use Only     |  |
|-------------------------|--|
| Date notification sent: |  |
| Completed by:           |  |

TO: \_\_\_\_\_

Name of Person who made the request

Date: \_\_\_\_\_

Address of Person who made request

Your request for a hearing regarding amendment of the education record of \_\_\_\_\_ has been received. A hearing on this issue is scheduled for:

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

\_\_\_\_\_  
(Time)

\_\_\_\_\_  
(Location/Address)

You will have the opportunity to present evidence relevant to the contested issue(s). You also have the right to be represented by an attorney or other advocate of your choice, at your own expense. The hearing will be before an impartial hearing officer who has no direct interest in the outcome of the hearing. The hearing officer's decision must be based solely on the evidence presented at the hearing.

If you or your advocate cannot be present at the date and time listed above, please contact me so that the hearing can be rescheduled. If you have any questions, please contact me by writing to the above address or by calling (903) 262- for more information.

Sincerely,

Name

Title