

SAMPLE LETTER REQUESTING EDUCATIONAL RECORDS

[Parent Name/Mailing Address]

[Date]

_____, Director of Special Education
[School District or Charter School]

Re: [Your Child's Name and School]

Dear [Name of Director of Special Education] :

I am the parent of [Name of Child], age _____. My child currently receives special education services and is enrolled in the ____ grade at [Name of School].

[Choose one of these options]

OPTION #1:

Please send me copies of these portions of my child's educational records:

[Identify what records you want and for what time frame or school years – i.e., current/prior IEPs, progress reports, standardized test results, evaluation reports, etc.]

I would appreciate receiving these records within a week from today's date. If you expect that it will take longer to respond to this request or if there is a fee involved, please let me know right away.

OPTION #2:

I would like to inspect all of my child's educational records, including records maintained by both the school and the district. Please contact me so we can make the necessary arrangements.

If you have any questions about this request, the best way to reach me is [by phone and/or e-mail, provide specific number and/or address]. Thank you.

Sincerely,

[Your name]