

SAMPLE LETTERS

Letter from Parent to School Requesting Child's Educational Records*

[Your name, contact information, and date]

[Principal's Name]

[Name of School]

[Street Address]

[Town, State, ZIP]

RE: [Name of Student], [Date of Birth], [School and Grade], [Soc. Sec. No.]

Dear [Mr., Ms., Dr.] School Principal:

I request a copy of all education records in the School District's possession that pertain to [name of student]. I make this request under the Family Educational Records and Privacy Act (FERPA), 34 CFR Part 99, and the Individuals with Disabilities Education Improvement Act (IDEIA), and its regulations, 34 CFR Part 300, Sections 501 and 610-627.

This request encompasses the identified education records no matter where they may be located, whether in the Central Administration Office, the Special Education Office, or any other department or office within the School District. As authorized by Section 300.616 of the IDEIA regulations, kindly also provide me with a "list of the types and locations of [the requested] education records" that are "collected, maintained or used" by the School District.

This request includes any and all items that contain personally identifiable information about [first name of student] and [name of parents], whether those items name us as the parents, name our child, or refer to our child or us, as the parents, by Social Security number or by student identifier number.

This request includes, but is not limited to, the following items: progress reports, report cards, deficiency notices, correspondence to and from parents and others, awards, standardized test results, staff memos, interoffice memos, emails, letters, notes and comments of any kind, including notes of telephone calls, multi-disciplinary meetings and observations of child, attendance records, including notices of truancy, suspension and expulsion, requests for and notices of Section 504 and IEP meetings, medical and school health records, notes of psychologists, speech and language therapists, resource specialists and other personnel who have provided services to, evaluated or otherwise been involved in or responsible for the provision of a free appropriate education, class schedules, referrals for evaluations, evaluations and assessments, third-party reports or writings of any kind, notices of placement and statements of rights that were provided to parents, including notes from multi-disciplinary team meetings and observations of the child, all IEPs and any documents related to the IEPs, videos and audiotapes.

I will contact you by phone by [a date three days after letter is sent] to find out when the records will be ready for pick-up.

Thank you.

Sincerely,

Mr. or Mrs. Parent

c: [Director of Special Education]