

Sample Letter #2: Request for Records

You should request records if you are preparing for an IEP meeting, your family is moving to a new school, you are taking your child for an independent evaluation, your child recently had a new evaluation, your child's doctor has requested past records, your child is finishing school or any other reason. You should review your child's records at least once a year because schools often destroy records each year. Request copies of any documents you do not already have.

Date

Special Education Teacher's Name

Name of the Child's School

School's Address

Dear *(Special Education Teacher's Name)*,

I am the parent of *(your child's full name)* who is a student in your class. I am requesting all documents and records pertaining to *(child's name)*'s in the *(school district's name)*, including but not limited to:

- IEP plans, including meeting notes, and information on *(his/her)* academic progress and IEP goals.
- Discipline records including behavior data, behavior plans, functional behavioral assessments, suspensions, expulsions, and manifestation determinations.
- Report cards and transcripts.
- Statewide assessment results.
- Attendance records, including any notices of truancy, suspension, and/or expulsion.
- All medical and school health records.
- All correspondence, memoranda and e-mails regarding my child.
- All notes of telephone calls.
- All meeting notes or minutes.
- All assessment plans and evaluation reports.
- All requests for evaluations.
- All notes/reports of classroom observations of *(child's name)* by any school district personnel

Please provide these records to me by *(specify date 10 days from date of this letter)*. Should you have any questions or problems, please contact me at *(your daytime phone number and address)*.

Sincerely,

(Your full name)