



Request for Records

This is an example of how to write a letter to request records from your school. You will need to change the details to fit the specifics of your situation.

Jane Parent
123 Any Street
Anytown, MO 54321
jparent@myemail.com

February 25, 2014

Nathan Special, Director of Special Education
Your School District
School Address
City, State, Zip Code

Reference: Your Child's Name
DOB: (date of birth)
School: (school's name)

Dear Mr. Special,

On February 24th, I received a letter advising me that a meeting with Michael's teachers has been scheduled for March 6th 1:00pm. At this meeting, we will discuss Michael's educational concerns and how we may support him. So that I may be better prepared for the meeting I am requesting a complete copy of my son's entire cumulative educational records, including, but not limited to: medical records, special education records, formal and informal correspondence, discipline records, tests, evaluations, and teacher-to-teacher notes. If there is a cost and policy about photocopies, please let me know immediately.

In order to fully participate I will need time to review Michael's educational records before this important meeting.

Please make this letter and your written response a part of Michael's permanent educational record.

Thank you for your assistance and quick response.

Sincerely,

Jane Parent