

\_\_\_\_\_  
Parent's/Caregiver's Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
School Name

\_\_\_\_\_  
School Address

\_\_\_\_\_  
City, State, Zip Code

Dear \_\_\_\_\_ :  
Child Study Team Member

I am the parent/guardian of \_\_\_\_\_, born on \_\_\_\_\_. My  
Name of Child Date of Birth

child is in the \_\_\_\_\_ grade at \_\_\_\_\_.  
Child's Grade Name of School

I am writing to request a copy of my child's school records. I understand that under the law I am authorized to review any and all of my child's records. This includes any and all of his/her academic records, including, but not limited to, the entire pupil file of my child, evaluations, Individualized Education Programs, discipline records, report cards, child study team recommendations, correspondence, anecdotal records and any other documents regarding my child's special education services or needs. I also understand all records are required to be provided to me within 10 days of my request. Please feel free to contact me at \_\_\_\_\_ to let me know when I can expect to receive my child's records. Phone Number

Thank you for your time and assistance in my child's education.

Very truly yours,

\_\_\_\_\_  
Parent's/Caregiver's Name

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear \_\_\_\_\_:

I am the parent of \_\_\_\_\_, born on \_\_\_\_\_.

\_\_\_\_\_ is in the \_\_\_\_\_ grade at \_\_\_\_\_.

I am writing to request a copy of my child's school records. I understand that under the law I am authorized to review any and all of my child's records. This includes any and all of his/her academic records, including, but not limited to, the entire pupil file of my child, evaluations, Individualized Education Programs, discipline records, report cards, child study team recommendations, correspondence, anecdotal records and any other documents regarding my child's special education services or needs. I also understand all records are required to be provided to me within 10 days of my request.

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