

Letter to Request a Copy of My/My Child's Records

Delivered on: _____ Received by: _____(Initials) Copies Received on: _____
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Date: _____

To: _____ (special ed liaison)

From: _____ (parent/guardian)

Re: _____ (student under 18)

I am writing to request a copy of my/my child's' educational file for the year(s) _____ - _____ . I understand it can take up to 10 days for you to honor my request. Please contact me when it is available for me to either come to the school to pick it up or that you've placed it in my child's backpack.

My email address is _____, my phone number is _____.

Thank you for your attention to this request,

(Parent or Guardian's signature or student 18 or over)

Please keep a copy for your records.