

## Sample Letter: Request for Records

Your Name  
Street Address  
City, State Zip Code  
(Daytime telephone number)

Today's Date (Include month, day, year)

Name of Principal  
Street Address  
City, State Zip Code

Dear (Name of Principal),

I am writing to schedule a time to review all of my child's records, both cumulative and confidential.

My child's name is ..., his/her grade is ..., and his/her teacher is..., I am planning to be at the district office on (specific date, and time) at which time I would like to review my child's records. If this time is inconvenient, please call me at (home or work phone) to reschedule.

I will also need copies of all records (if only needing specific records please note) and would like to pick up these records at the time of my visit. (If you are not planning on viewing records ask that they be mailed to you at the school's earliest convenience.)

Sincerely,

Your full name

cc: Special Education Director