

Your Name  
Street Address  
City, State, Zip Code  
Telephone number  
E-mail Address

Date

Administrator's Name  
Title  
School Name  
School Address  
City, State, Zip Code

Re: Request for your child's name education records

Dear Mr./Ms. Principal/Administrator's Last Name,

I am writing to request copies of my child's educational file pursuant to 34 C.F.R. § 300.562 and Cal. Educ. Code §56504.

Please provide these records to me in hard copy or in digital format as soon as possible, but no later than 5 business days from the date of this letter.

These records should include, but not be limited to, all of the following: assessment reports, assessment protocols, assessment plans, progress reports, report cards, Individualized Education Program ("IEP") documentation and notes, medical records, e-mails, and any other records that personally identify my child.

Thank you for your prompt response.

Sincerely,

Your name,  
relation to child