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Principal/Designee's Initials: _____
Date Received: _____

REQUEST FOR RECORDS

Date: ____/____/____

Principal: _____ School: _____

Address: _____

Re: Request for Records

Student Name: _____ D.O.B.: ____/____/____
 Special Education Student

Dear Sir or Madam:

In order to help me better understand my child's educational progress and how to help him/her in school, I am writing to request a copy of all school records for _____ (student name), including, but not limited to, the cumulative file and **ALL**:

- Individualized Education Programs ("IEPs")/504 Plans;
- Disciplinary Records, including, but not limited to, suspension and expulsion notices and referrals to a counselor or other school official;
- Attendance Records;
- Standardized Test Scores;
- Reports;
- Assessments and protocols;
- Grades/Progress Reports;
- Notes by teachers or other staff members;
- Memoranda.

As you are aware, the law requires that the records be provided within five (5) business days of the request. See Cal. Educ. Code §§ 56504, 56043(n) (special education students) and 49069 (all students); see also FERPA, 20 U.S.C. § 1232(g) and 34 C.F.R. § 99.10 (discussing access to records generally).

Also, specifically, low-income parents have a right to receive copies of school records free of charge. See Cal. Educ. Code § 56504. I request that any fees associated with the production of copies be waived based upon financial hardship.

Please [Fax to () _____ or Mail or Arrange for pickup on ____/____/____] a copy of these records to my attention. Thank you in advance for your prompt action regarding this request. If you have any questions, please feel free to call me at () _____.

Sincerely,

Signature of Parent/Legal Guardian

Print Name/Relationship to Student