

# REQUEST FOR RECORDS

Today's date (month, day and year)

Your name and address  
Your phone number

Building Principal's Name  
School  
Address

RE: Review of Files  
Student: Name  
DOB: Birthdate

Dear (Principal's Name),

I am writing to request a Review of Files on the above referenced student. I wish to review the following: 1) cumulative file, 2) health file, 3) special education file, 4) any other files that may exist on this student, both at this location or any other school location.

Please contact me by \_\_\_\_\_ (give them 10 days) with a date and time that is convenient for you and your staff. I wish to complete this review by \_\_\_\_\_ (give a specific date no longer than 30 days from date of letter.)

I understand that the school has the right to charge a nominal fee for copies of any information I may want.

Sincerely,

Your name



Be sure to make a copy for your own records.



# FOLLOW-UP LETTER

DATE:

TO:

SUBJECT:

This letter confirms our (phone) conversation today in which we discussed:

During the conversation the following was made clear:

The following items remain unresolved:

Please respond by \_\_\_\_\_ if you have a substantially different understanding about any of these details. Otherwise this letter will serve to document our understanding to this date. Thank you.

Sincerely,

Your name



Be sure to make a copy for your own records.

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