

[Date]

[Name of Principal]
[School Address]
[City, CA Zip Code]

RE: Records Request for [insert child's name], DOB: [insert date of birth]

Dear Mr./Ms. [insert principal's last name],

I am writing as educational rights holder for [insert child's name], requesting that you provide me with copies of all educational records from all locations, including, but not limited to the following:

- 1. All Evaluations special and regular education (e.g. psychological, educational, speech, OT, PT, etc.)**
- 2. All Testing Protocols**
- 3. All Individualized Education Programs**
- 4. All Health Records**
- 5. All Cumulative Records**
- 6. All Disciplinary Records**
- 7. All Stanford 9 Scores and CAT – 6 Scores**
- 8. All Correspondence (e.g., inter-office notes, memos, letters, etc.)**

We trust that the school district will comply with both federal and state mandates and these records will arrive at my home no later than [insert the date that is five business days from the date of this letter]. If you do not have records for the above referenced student, and you have checked within your archives, please provide this information in writing. If the records have been forwarded to a new school, please include the name of the school/district the records were sent to. Please note that charging my family copying costs would prevent me from accessing these records, therefore, I request that all copying costs be waived. Thank you for your cooperation.

Yours truly,

[Insert your name]

****special note****You must retain proof that the district received this letter, in either the form of a fax confirmation sheet, U.S. mail certified return receipt, or a time-stamped copy from the school.