



Sample Letter

Please note: It is very important that all correspondence be dated and that you keep a copy for your records.

SAMPLE REQUEST TO REVIEW RECORDS

[Keep a copy of this letter for your records]

NOTE: Could be sent to Special Education Director, Principal, or regular school contact person. Keep a copy for your records.

[Date]

Dear _____,

This letter is to request that you identify for me the location and custodian of all records, files, audio tapes, video tapes, correspondence, and computer-stored information that exists within the school district and SAU [#of SAU, if known] on my son/daughter [Name of child], who is a student at [school] in [grade/class].

I would like to make an appointment to physically review and, at my discretion, copy these records, files, correspondence, tapes, and computer-stored information.

Please confirm dates and times when it will be mutually convenient for me to conduct this physical file review. The following are some dates/times that would be convenient for me:

I look forward to hearing from you.

Sincerely,

[Your name, address, telephone number and email address]

cc: [List of other people to whom you are sending a copy of this letter]

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