Special Education

Requesting Your Child’s Records - Letter

Today’s Date (include month, day, and year)

Your Name
Street Address
City, State, Zip Code
Daytime telephone number

Name of the Person to whom You’re Writing
Title
Street Address
City, State, Zip Code
Dear (person’s name),

I am writing to schedule a time to come and review all of my child’s records. My son/daughter, (child’s name), is in the (___) grade at (name of school), in (teacher’s name) class. I will also need copies of some or all of these records.

Please let me know where and when I can come in to see the records. I need these records by (date). You can reach me during the day at (give your phone number).

I look forward to hearing from you soon. Thank you for your assistance.

Sincerely,

Your name

Adapted from the Center for Parent Information and Resources