

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