

Sample Letter

TO REVIEW YOUR CHILD'S EDUCATIONAL RECORDS

You have the right to review your child's complete educational records. The school should honor your request without undue delay and within 45 days if you have an upcoming IEP meeting or due process hearing. You have the right to request copies of the records. The school may charge you a fee, unless the charge would prevent you from having copies or cause an unnecessary hardship.

(Date)

(Name of Appropriate School Personnel or Administrator)
(Title or Position of Person)
(Address of School)
(City, State Zip)

Dear (Name of Appropriate School Personnel or Administrator):

I am the parent of (your child's first name), who is enrolled at (name of school).

I would like to look at my (son's/daughter's) *complete* educational record as soon as possible. I will be calling you soon to make an appointment to do this.

At the time of the appointment, I may ask you to make copies of some or all of the files.

Thank you.

Sincerely,

(Your Name)
(Address)
(Telephone Number)

