

[Your Name]
[Street Address]
[City, State, Zip Code]
[Telephone number]
[E-mail Address]

[Public Agency/LEA Administrator's Name]
[Title]
[School Name]
[School Address]
[City, State, Zip Code]

Re: Request for [Your child's name] education records

Dear Mr./Ms. [Principal/Administrator's Last Name],

I am writing to request copies of my child's educational file pursuant to 34 C.F.R. § 300.562 and Cal. Educ. Code §56504.

Please provide these records to me in hard copy or in digital format as soon as possible, but no later than 5 business days from the date of this letter.

These records should include, but not be limited to, all of the following: assessment reports, assessment protocols, assessment plans, progress reports, report cards, Individualized Education Program ("IEP") documentation and notes, medical records, e-mails, and any other records that personally identify my child.

Thank you for your prompt response.

Sincerely,

[Your name, relation to child]

Legal citations referenced in the letter:

Title 34 of the Code of Federal Regulations Section 300.562 (34 C.F.R. § 300.562) – establishes parent's right to review educational records.

(a) Each participating agency shall permit parents to inspect and review any education records relating to their children that are collected, maintained, or used by the agency under this part. The agency shall comply with a request without unnecessary delay and before any meeting regarding an IEP, or any hearing pursuant to §§300.507 and 300.521-300.528, and in no case more than 45 days after the request has been made.

(b) The right to inspect and review education records under this section includes-

1. The right to a response from the participating agency to reasonable requests for explanations and interpretations of the records;
2. The right to request that the agency provide copies of the records containing the information if failure to provide those copies would effectively prevent the parent from exercising the right to inspect and review the records; and
3. The right to have a representative of the parent inspect and review the records.