

[Patty Parent]
[500 Main St.]
[Any Town, MT] [59000]
Phone: [406-555-5555]

[DATE]

[Name of Principal]
[School Address]
[City, State Zip Code]

VIA CERTIFIED MAIL (No. _____)

Re: Records Request for [insert child's name], DOB: [insert date of birth]

Dear [Mr./Ms.] [Name of Principal],

I am writing as the educational rights holder for [insert child's name] ("Student") to request that you provide me with all educational records for Student from all locations, including but not limited to:

1. All evaluations for special and regular education (e.g. psychological, educational, speech, OT, PT, etc.);
2. All testing protocols;
3. All Special Education records (including all Individualized Education Programs);
4. All health records;
5. All cumulative records;
6. All permanent records;
7. All disciplinary records (including any manifestation determinations);
8. All standardized testing scores and reports;
9. All report cards;
10. All attendance and enrollment records;
11. All formal and informal correspondence (e.g., inter-office notes, memos, letters, emails, teacher-to-teacher notes, etc.);
12. A list of the types and locations of all educational records, collected, maintained or used by your agency; and
13. All access logs for Student's records.

[***if required] Enclosed is a signed *Authorization for Release of Protected Health Information* and a general *Release of Information* signed by [name], for [name of student]. [note that under 34

C.F.R. § 613(c) , an agency may presume that the parent has the authority to inspect and review the records of his child unless the agency has been advised that the parent does not have this authority under applicable state law (such as in a guardianship, separation or divorce proceeding)].

I respectfully request that the records be mailed so they are received by me by the close of business on [INSERT DATE] in accordance with the requirements of Federal and State law. If this request will be delayed or denied, please notify me of the reasons for the delay or denial.

Your assistance with this request is appreciated. If you have any questions or comments, please contact me at [phone number].

Sincerely,

[name]