

Date: _____

Re: *Request for Student Records*

Student Name: _____

School: _____

Dear Principal _____,

I am the parent/legal guardian of _____, a student at your school.
(Student Name)

I would like to review my child's entire cumulative file. In particular, I would like copies of any of the following that the school or school district has in its possession that relate to my child:

- a complete academic transcript;
- level of achievement on all standardized tests, including all end-of-grade and end-of-course exams and State writing assessments, and any nationally-normed test the student has taken;
- attendance data;
- teacher or counselor ratings and observations;
- progress reports;
- records or reports of behavioral incidents, including referral forms, notices of in-school or out-of-school suspensions, or records from disciplinary proceedings;
- results of any benchmark tests the student has taken in current or already completed courses or grade levels;
- the results and raw data from any writing test the student has taken;
- any current or former Personal Education Plan;
- records of the student's involvement in any school-sponsored tutoring, drop-out prevention, or other enrichment program;
- any writing portfolio the student has completed or a teacher has maintained; and
- the coursework, graded assignments, and grade histories for core academic classes the student has taken (Language and Math for grades 1 through 8; and English I, U.S. History, Algebra I, Civics/Economics, and Biology).

I also would like a copy of my child's confidential psychological file, including, but not limited to:

- information regarding any special education services and testing, including any IEPs or student assistance plans, that have been in place for the student;
- documents pertaining to any home/hospital ("homebound") services that have been provided;
- the results of any testing or evaluations; and
- minutes of any IEP meetings.

Finally, I would like a copy of my child's complete discipline records.

Please provide me with copies of the records in the following format: _____

(Describe best way for school to get records to you, e.g. mail, hand-delivery, fax)

Thank you for your prompt attention to this matter. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

(Parent/Guardian Name)

Hand-delivered to _____ on _____.
(Name of school staff) (Date)