Records Request

Date: _____

To: _____
_____
_____
_____

Dear _____:

I am writing to request educational records for
_____ (student's name).

Please send the following to me at the address below:

- ☐ All academic progress reports, including grade reports and standardized test results
- ☐ All attendance reports
- ☐ All disciplinary reports, including referrals and notices of suspension and expulsion
- ☐ All documentation, correspondence, and emails regarding consideration for special services
- ☐ Evaluations, plans (IEP and 504), and all other documentation regarding special education and Section 504 eligibility and services.
- ☐ Other_____
_____
_____

Attached is an authorization to release these records to me.
If you have any questions, please contact me at

Phone: _____

Address: _____
_____
_____

Sincerely,

_____
(Signature)