

Sample Letter: Requesting School Records

[Parent's Address]
[Parent's Phone Number]

[Date]

[Name], Principal
[School]
[School's address]
[City, MA Zip]

Re: [Child's Name]
[Child's Date of Birth]

Dear Principal [Name]:

I am writing to request copies of my child, [name]'s, entire student record during the time [he/she] has been enrolled in [school district]. This includes, but is not limited to, records regarding regular education, special education, discipline, and health records, as well as report cards, progress reports, notes, correspondence, and test scores.

I understand that this information will be made available as soon as practicable but within no later than ten (10) days of this request.

Thank you for your prompt attention to this matter.

Very truly yours,

[Parent's Name]

cc: [Name], Team Chairperson (if child receiving special education services)