**Instructions**:

This sample letter requests that the school district provide you with copies of your child’s entire educational file under federal and California laws.

Each portion of the letter you have to fill in is designated by text enclosed in brackets [example]. The text inside the brackets describes the information that you need to provide in the space. Click on and highlight the bracketed text then type in the requested information.

[PARENT NAME

ADDRESS

CITY, STATE, ZIP CODE

PHONE NUMBER

EMAIL ADDRESS]

[DATE]

**SENT VIA EMAIL: [Email Address]**

[LEA/ School Site/ District Administrator's First and Last Name

School Name

School Address

City, State Zip Code]

**RE: Request for Student Records [Your child’s name, birthdate]**

Dear [LEA/ School Site/District Administrator's Last Name & Title]

I am the parent of [student name], who is in [current grade] grade at [(school name]. I am writing to request that you provide copies of any and all of my child's educational records within the next five days, pursuant to 34 C.F.R. § 300.562 and California Education Code §56504 & §49069.7. I would like copies of both [his/her] cumulative file and his special education file, and any other records kept, including but not limited to any files related to signed copies of assessment reports, assessment protocols, assessment plans, progress reports, report cards, IEP documentation and notes, medical/health records, and other records, including emails and correspondence.

Due to the financial burden it would impose on our family should the district require a fee to acquire copies of the requested documents. We are requesting records be provided electronically to reduce costs and protect the environment. Should the district insist on providing hard copies of [son/daughter’s] educational records. We are requesting copies of our [son/daughter’s] records be provided in accordance with 34 CFR § 300.322 (f), which states the public agency must provide the parent with a copy of the child's IEP at no cost to the parent.

I have included a translated copy of my request for your convenience. Thank you for your time and attention.

Sincerely,

[Your Name, Relation to Child]