

**Example Letter to Request Records**

***Timelines are written for the State of California. Other states and Federal law are different.***

Name  
Address  
Phone number

Date

Principal  
School  
Address

Re: Student's Name (Date of birth: \_\_\_\_\_)

Dear Principal:

Our (son, daughter), Student's Name, attends School Name in the \_\_\_\_ grade, and has a current IEP. We would like a copy of Student's Name files, including all tests, reports, assessments, protocols, grades, notes by teachers or other staff members, memoranda, photographs – in short, *everything* in our child's school file. We understand we have the right to copy of these files within 5 days under IDEA, specifically 20 U.S.C. Sec. 1415(b)(1) and C.F.R. Sec.300.562 and California Education Code sections 56040 and 56504.

Thank you for your assistance.

Sincerely,

Name  
Mother

Name  
Father

cc: \_\_\_\_\_, School Psychologist  
\_\_\_\_\_, Program Specialist