

Parent name & address

_____, 20__

Principal
Name & address

To Whom It May Concern:

I am writing to request a copy of the school records of my child, _____. Please send or make available to me a copy of his/her records as soon as possible. Please include all of my child's records, including but not limited to the following:

- Special education records, including 504 / I.E.P plan. and I.E.P. plan meeting notes
- Evaluations (including psychological, educational, developmental, speech, OT, etc.)
- Progress reports / report cards
- Standardized testing results
- Teacher notes
- Discipline File
- Attendance records
- All treatment notes / summaries from the school nurse
- All treatment notes / summaries from the school counselor / psychologist

I am making this request consistent with my rights under the Family Educational and Privacy Rights Act (FERPA), and, if my child has an I.E.P., 20 U.S.C. § 1232g(a)(1)(A), 20 U.S.C. § 1415(d)(2)(D); 34 C.F.R. § 300.504(C)(4); 14 Del. C. § 3130; and 14 Del. Admin. C. § 926.1.2.

Please contact me at _____ if you have any questions, need additional information, or to select a time for me to inspect or retrieve a copy of my child's file in person. Thank you.

Sincerely,

Parent/Guardian