

**SAMPLE LETTER  
REQUEST FOR RECORDS**

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**INSTRUCTIONAL NOTE:**

Submit a **WRITTEN LETTER** to the School District Special Education Director. Cc the Special Education Program Specialist, principal, teacher or others involved with your child's education, as needed.

You will want to retain **PROOF** of the letter's delivery. Consider sending the letter "return/receipt requested" from the post office. Or hand deliver and ask that your letter be date stamped and a copy of this given to you before you leave. Or fax your letter and print your "successful transmission" fax report and follow up by phone to ensure the letter was received.

A **WRITTEN** letter requesting records triggers an important timeline under the Family Educational Rights and Privacy Act (FERPA) law: In *CA*, from the time the school district receives your letter, the school district has 5 days to provide access to or copies of records. Districts may charge a reasonable fee for records, but they are not required to.

[Parent Name  
Address  
City, State, Zip Code  
Telephone Number]

[DATE]

[IMPORTANT NOTE: This process is driven by timelines.  
Date everything and note how letter was delivered]

Attn: Mr. Gary Green  
Director of Special Education  
Local Unified School District  
Address  
City, State, Zip Code

Dear Mr. Green:

I am the parent of [STUDENT NAME], who is currently enrolled at [SCHOOL NAME] in the [GRADE LEVEL] grade.

[Optional: An IEP meeting has been scheduled for [STUDENT NAME] on [DATE].]

I would like to arrange a time to review any and all of my child's educational records (both his special education file and cumulative file, and any other records kept, including but not limited to any files related to behavioral concerns and disciplinary actions) at his school

within the next five days, as required by Cal. Ed. Code Sec. 49069. I would like to make copies of some of his records at that time.

[OR ALTERNATIVELY]

I am writing to request that you provide copies of any and all of my child's educational records within the next five days, as required by Cal. Ed. Code Sec. 49069. I would like copies of both his cumulative file and his special education file, and any other records kept, including but not limited to any files related to behavioral concerns and disciplinary actions.

[I cannot afford to pay for the copies my child's records. ]

I will call you soon to make arrangements for my school visit. [OR] Please send the records to my home address.

Should you need to contact me, please call [PHONE NUMBERS and/or EMAIL AND BEST TIMES TO REACH YOU].

Thank you for your cooperation.  
Sincerely,

[PARENT SIGNATURE]