| www.snacs.info | ***SNACS ADVOCACY AND COACHING SOLUTIONS, LLC***  ***Strengthening and Feeding Your Inner Advocate!*** | |
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| ***SNACS TEMPLATE FOR REQUEST FOR RECORDS FOR IEP PURPOSES FOR PARENTS/LEGAL GUARDIANS*** | |

## **SNACS General IEP Records Request Letter INSTRUCTIONS: DO NOT PRINT OR SUBMIT THIS INSTRUCTION PAGE**

**Purpose:** This letter is for parents/guardians to formally request a copy of their child’s educational records, confirm IEP dates, and arrange a classroom observation.

### **How to Use:**

1. Copy this full document into Microsoft Word or Google Docs.
2. Fill in all sections with brackets — for example:  
    ➤ Replace [Student Name] with your child’s full name.  
    ➤ Replace [Your Name] with your full name.  
    ➤ Add/remove from the list depending on which record/s is/are potentially available for your child.
3. Save and print only **Page 2 onwards (the letter itself)**.
4. **Submit the printed letter to:**
   * Your child’s **School Principal**
   * **Special Education Coordinator**, or
   * **District Special Education Office** (check your district’s contact directory)

**Tip:** Always keep a copy of the signed letter for your records.

Visit: [www.snacs.info](http://www.snacs.info) for more free resources!

**Need parent coaching or advocacy services for your child’s IEP?** Visit our website and book a **free consultation** with our team of experts.

**PRINT NEXT PAGES ONLY:**

**[Your Full Name]**[Your Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number – optional]

[Date]

**To:** [Principal or Special Education Coordinator’s Name]  
 [School Name]  
 [School Address]  
 [City, State ZIP Code]

### **Subject: Request to Confirm Annual IEP Date, Parent Observation, and Student Records for [Student Name]**

Dear [School Administrator / Special Education Coordinator],

Good day.

I am writing to support preparation for my child, **[Student Name]**’s upcoming Individualized Education Program (IEP) meeting. I am committed to being an active and informed participant in this process and want to ensure a collaborative and organized planning experience.

To prepare effectively, I respectfully request the following:

**1. Annual IEP Date Confirmation**

Please confirm the scheduled date of [Student Name]’s Annual IEP meeting. Kindly ensure the meeting is scheduled on or before **[IEP Due Date]**.

If additional meetings are needed (e.g., Part 2 or 3), I request that they be scheduled no more than two weeks apart.

**2. Parent/Guardian Observation**

I would like to observe my child in their classroom environment approximately one month prior to the scheduled IEP meeting (**[Proposed Observation Date]**).

Please provide:

* Available dates and times for observations across relevant settings (e.g., general education, special education, therapies).
* Any forms or procedures required to schedule the observation.

**3. Student Records Request**

I respectfully request the following records no later than **30 days before the IEP meeting (by [Records Due Date])**:

* Cumulative educational file
* IEPs from the past three years (with notes and signature pages)
* Teacher/therapist data (progress, goals, service logs, behavior logs)
* Work samples in academic and service areas
* Evaluations (psychoeducational, speech, OT, PT, etc.)
* Standardized assessments (state/district tests)
* Health or behavioral reports
* Relevant written communication between the school and me

Thank you for your cooperation and for supporting [Student Name]’s educational journey. Please confirm receipt of this letter and provide any next steps.

Sincerely,  
[Your Full Name]  
[Relationship to Student]  
[Email Address]  
[Phone Number – optional]