
SAMPLE LETTER TO REVIEW RECORDS

Date

Dear Name of Principal:

School Name

Address

Re: Name and birth date of child

I am the mother, father, legal guardian, foster parent, or some other relation of name of child. In order to be better prepared for [a teacher conference, an IEP meeting, a manifestation hearing, or other event], I would like to review name of child's school records. I would like to review the following files: *[pick which ones are needed]*

- cumulative record
- ESE file
- discipline files
- evaluators' files, including tests and protocols from psychologists and others
- therapists' files
- teachers' files
- counselors' files
- nurse's files

Please let me know when they will be available. You can reach me at phone number or address. Thank you for your attention to this matter.

Sincerely,

Your Name

Address