

Date: _____

Attention: _____

School: _____

District: _____

Email/FAX: _____

RE: Records Request For: _____

Date of Birth: _____

To Whom It May Concern:

I am hereby requesting a copy of all general and special education records for the above mentioned student. Attached to this letter is a release signed by the education rights holder, allowing you to send these records to me.

I am requesting all documents in your possession, including but not limited to:

- General education records (and cumulative file):
 - All correspondence (e.g., progress reports, notes, memos, emails);
 - Transcripts;
 - Standardized testing reports;
 - SST records;
 - Health records;
 - School discipline records including referrals, records of suspension (in-school and out of school), witness reports and incident reports; and
 - Attendance records.

- Special education records:
 - Any and all assessment plans;
 - Assessment reports and protocols;
 - IEPs;
 - Progress reports;
 - Manifestation Determination records;
 - Service logs; and
 - Psychological, behavioral, and medical evaluations and/or records.

Pursuant to sections 49069 and 56504 of the California Education Code, please provide these copies within five (5) days. My mailing address, fax number, and email is provided below.

Thank you for your assistance. If you have any questions, please do not hesitate to contact me.

Sincerely,

Name: _____

Address: _____

Phone: _____

Email: _____

Fax: _____