

Your Name  
Any Street  
Any Where, Texas 77000

Date

*Principal's Name*  
*School Name*  
*Any Street*  
*Any Where, Texas 77000*

***Via: Fax, E-Mail or Hand-Delivery***

***Re: Request for Student's Education Records***  
***Child's Name; DOB: Grade:***

Dear *Principal's Name*,

*Option 1:*

Please send me a complete copy of *Child's Name's* entire cumulative and confidential education records, including medical records, special education records, formal and informal correspondence, discipline records, tests, evaluations, and teacher-to-teacher notes. I understand that I am entitled to a copy of such records under FERPA.

I need these records in preparation for an upcoming ARD meeting. You can reach me during the day at (*give your phone number*).

Please advise whether or not there is a fee associated with making copies and what that fee is.

*Or*

*Option 2:*

Please send me a copy of the following records from *Name of Child's* educational records. I understand that I am entitled to a copy of such records under FERPA.

- *List out the records you are seeking*

I need these records in preparation for an upcoming ARD meeting. You can reach me during the day at (*give your phone number*).

Please advise whether or not there is a fee associated with making copies and what that fee is.

*or*

*Option 3:*

Please send me a complete copy of *Child's Name's* entire cumulative and confidential education records, including medical records, special education records, formal and informal correspondence, discipline records, tests, evaluations, and teacher-to-teacher notes from \_\_\_\_\_ to \_\_\_\_\_ (*state the time period you are seeking records for*). I understand that I am entitled to a copy of such records under FERPA.

I need these records in preparation for an upcoming ARD meeting. You can reach me during the day at (*give your phone number*).

Please advise whether or not there is a fee associated with making copies and what that fee is.

*Or*

*Option 4:*

I am writing to schedule a time to come and review all of my child's, *Child's Name*, records. I will also need copies of some or all of these records.

Please let me know where and when I can come in to see the records. I need these records by (date) in preparation for an upcoming ARD meeting. You can reach me during the day at (*give your phone number*).

I look forward to hearing from you soon. Thank you for your assistance.

Sincerely,

*Your Name*