SAMPLE LETTER #4
Requesting a Copy of Student's Education File

(Insert name)
Home Address
and telephone number

(Insert Date)

(Insert Name of CSE Chairperson
Insert Address of School)

(Re: Insert Child's name
Date of Birth)

Dear (insert name of Chairperson),

I am requesting a copy of my child's school records, including all tests, evaluations, reports, grades, memoranda and any other documents that are part of *(his/her)* school file. I understand that I have a right to these files under the Family Educational Rights and Privacy Act.

I would appreciate receiving this file within the next week. I will contact your office to pick them up at a mutually convenient time.

Thank you.

Sincerely,

(*Insert name of parent)*