

# Request for Child's School File

Date: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Re: \_\_\_\_\_

I would like a copy of my child's file, including all tests, reports, assessments, grades, notes by teachers or other staff members, memoranda, photographs—in short, *everything* in my child's school file. I understand I have a right to these files under:

- IDEA, specifically 20 U.S.C. §1415(b)(1) and 34 C.F.R. §300.562
- Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. §1232 (g)).  
My Child has not yet been found eligible for Special Education.

I would greatly appreciate having these files within the next five days. I would be happy to pick them up. I will call you to confirm the details of getting copies.

Sincerely,

\_\_\_\_\_

\_\_\_\_\_

Relationship to the Child