



## Sample Letters

### SAMPLE REQUEST TO REVIEW RECORDS

(Keep a copy of this letter for your records)

NOTE: Could be sent to Special Education Director, Principal, or regular school contact person. Keep a copy for your records.

(Date)

Dear \_\_\_\_\_,

This is to request that you identify for me the location and custodian of all records, files, audio tapes, video tapes, correspondence, and computer-stored information that exists within the school district and SAU (#of SAU) on my son/daughter (Name of child), who is a student at (school) in (grade/class).

I would like to make an appointment to physically review and copy these records, files, correspondence, tapes, and computer-stored information.

I will contact you by telephone to set up a mutually convenient time for this physical review. The following are some dates/times that would be convenient for me:

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I look forward to hearing from you.

Sincerely,

(Your name, address, telephone number and email address)

cc: (List of other people to whom you are sending a copy of this letter)