

To: _____
School Name

From: _____
Parent Name

Re: _____
Student's Name

DOB: _____
Child's DOB

School District: _____

To Whom it may Concern:

I respectfully request a copy of all education records in the School District's possession that pertain to the above named student. I make this request under the Family Educational Records and Privacy Act (FERPA), 34 C.F.R. Part 99, the Individuals with Disabilities Education Improvement Act (IDEA 2004), and its regulations, 34 C.F.R. Sections 300.501 and 300.610-627. Furthermore, in accordance with Conn. Agencies Reg., § 10-76-18 it is my understanding that boards of education comply with a written request by a parent/guardian/eligible student for one free copy of a student's education records not later than ten days of such request.

This request encompasses the identified education records no matter where they may be located, whether in the Central Administration Office, the Special Education Office, or any other department or office within the School District. As authorized by Section 300.616 of the IDEA 2004 regulations, kindly also provide me with a "list of the types and locations of the [requested] education records" that are "collected, maintained or used" by the School District.

This request includes any and all items that contain personally identifiable information about the above reference student and/or parents, whether those items name us as the parents, name our child, or refer to our child or us, as the parents, by social security number or by student identifier number.

This request includes, but is not limited to, the following items: progress reports, report cards, deficiency notices, correspondence to and from parents and others, awards, standardized test results, staff memos, interoffice memos, emails, letters, notes and comments of any kind, including notes of telephone calls, multi-disciplinary meetings and observations of child, attendance records, including notices of truancy, suspension and expulsion, requests for and notices of Section 504 and IEP meetings, medical and school health records, notes of psychologists, speech and language therapists, resource specialists and other personnel who have provided services to, evaluated or otherwise been involved in or responsible for the provision of a free appropriate education, class schedules, referrals for evaluations, evaluations and assessments, third-party reports or writings of any kind, notices of placement and statements of rights that were provided to parents, including notes from multi-disciplinary team meetings and observations of the child, all IEPs and any documents related to the IEPs, videos and audiotapes.

Please contact me by phone to tell me when the records will be ready for pick-up or should you have any questions.

Thank you.

Sincerely,