



Parent Training & Information

SAMPLE REQUEST FOR RECORDS

LeeAnna Hernández

Address

City, State, Zip Code

Telephone Number

Date

Stephen Yang

Director of Special Education

Local Unified School District

Address

City, State, Zip Code

Dear Mr. Yang,

I am the parent of Santiago Hernández, who is currently enrolled at the Fred Korematsu Elementary School in the fifth grade. An IEP meeting has been scheduled for Sanjay on April 7. I would like to arrange a time to review my son's educational records (both his special education file and cumulative file) at his school within the next five business days, as required by Cal. Ed. Code Secs. 49069 & 56504. I would like to make copies of some of his records at that time.

OR

I am writing to request that you provide copies of Sanjay's educational records for my review within the next five business days. I would like copies of both his cumulative file and his special education file.

I cannot afford to pay for the copies of his records. I will call you soon to make arrangements for my school visit. (OR — Please send the records to my home address.)

Thank you for your cooperation.

Sincerely,

LeeAnna Hernández

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