

Date

Superintendent Name
Title
Email Address

School District Name
School Name
Address

Via: *Electronic Mail*

RE: Request for Educational Records for <STUDENT'S NAME>

Dear Ms./Mr. <NAME>:

I am formally requesting receipt of copies of educational records for <STUDENT NAME> currently being maintained by your School District pursuant to the Family Educational Records and Privacy Act (FERPA), 34 C.F.R. Part 99, and the Individuals with Disabilities Education Improvement Act (IDEA 2004) as well as the Illinois School Student Records Act (ISSRA). This request encompasses all of the education records identified below, no matter where they may be located, whether in the Central Administration Office, the Special Education Office, or any other department, office or location within the School District where <STUDENT NAME> education records are currently being collected, maintained or utilized for reference by school district staff.

This records request includes requesting copies of selected educational records/documents that (1) contain personally identifiable information concerning <STUDENT NAME> or any variation of the student's name; (2) any documents/records that name <PARENT/GUARDIAN(S) NAME> or refer to <STUDENT NAME> guardian, parents, or otherwise; and, (3) any student records referenced by student initials, social security number, student identification number or any other means.

I am requesting progress reports, report cards, correspondence, handwritten notes to and from parents, other School District staff, memos, interoffice memos, emails, letters, of any kind, including notes of telephone calls, multi-disciplinary meeting and IEP meeting planning notes/discussions, classroom/behavioral observations of <STUDENT NAME> (including but not limited to the purpose of evaluations and/or assessments), testing protocols/raw data collected from student/teachers/evaluators and any District or contracted outside school psychologists in the development of multidisciplinary evaluations and reevaluations on <STUDENT NAME> behalf.¹

¹ FERPA defines "educational records" as records maintained by the schools (or their agent) pertaining to the individual student (34 CFR §99.3). Although at times some psychologists and administrators may claim that test protocols are "personal notes," a number of federal policy documents (see Jacob-Timm & Hartshorne, 1998) as well as at least one court ruling (John K. and Mary K., 1987) have defined protocols as "educational records" and therefore subject to any regulation concerning the preservation of such records.

I am also requesting all student work product including writing samples, classroom-based assignments, projects, completed written assignments/journal entries, teacher checklists, data collection logs/sheets, behavior rating scales/questionnaires, including discussions and email communications between or including the district and parents; all curricular planning information maintained by the guidance office/counselor regarding weekly, direct social skills instruction; any and all Response to Intervention data and/or records; information/documentation exchanged with any and all third-party, wrap-around service providers/evaluators, including reports and/or anecdotal records of any kind, draft copies and notes from multi-disciplinary team/ER review meetings and all state/district standardized PSSA testing results, IEP's, and all data upon which progress monitoring reports are based; related service progress reports and data collection toward goal mastery; progress monitoring reports, and any and all attendance records, parent/teacher conferences, and documentation of any behavioral/disciplinary notices, behavior tracking forms, medical and school health records, notes of IU/District school psychologists, speech and language, and OT therapists, or other related service/resource specialists, including any outside contracted service personnel who have provided services to, evaluated or have otherwise been involved directly or indirectly in developing, maintaining or archiving the above requested educational records on behalf of **<STUDENT NAME>**.

Please send records to the email address provided herein. If there is a district policy governing the cost of copying documents, we request that cost be waived due to the hardship it would cause resulting in prevention of **<PARENT/GUARDIAN NAME>** to fully participate in **<STUDENT NAME>**'s education and IEP.

Sincerely,

<PARENT(S)/GUARDIAN(S) NAME>

Address

Phone

Email Address