



Sample Letter

Please note: *It is very important that all correspondence be dated and that you keep a copy for your records. It is generally a best practice to send your letter to more than one person, including an administrator (special education director/coordinator, principal, or superintendent), and your child's case manager or teacher.*

SAMPLE REQUEST TO REVIEW RECORDS

[Date]

Dear _____,

This letter 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, if known] 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, at my discretion, copy these records, files, correspondence, tapes, and computer-stored information.

Please confirm dates and times when it will be mutually convenient for me to conduct this physical file review. I understand that I will be able to review these records within 14 days after your receipt of this letter. The following are some dates/times that would be convenient for me:

I look forward to receiving your response.

Please include a copy of this letter in my child's file.

Sincerely,

[Your name, address, telephone number and email address]

cc: [List of any other people to whom you are sending a copy of this letter]

This document is provided for informational purposes only; it does not, nor is it intended to, constitute legal advice (legal advice should be obtained from an attorney). For more information on the special education process, and upcoming workshop/training opportunities, please visit the Parent Information Center's website at www.picnh.org. Be sure to read our brochure, "Steps in the NH Special Education Process."