

Date

Re: FERPA Request for all of student's educational records

Dear

In preparation for our child's upcoming IEP meeting, we are requesting a copy of **all** of his/her records since s/he entered school. We request this under FERPA, the Family Education Rights and Privacy Act, and IDEA 2004, the Individuals with Disabilities Education Act.

Please include all of his/her records, *which include, but are not limited to:* cumulative file, confidential file and compliance file. Please include all reports written as a result of school observations and evaluations; reports of independent evaluations; medical records; nurse's records; summary reports of evaluation team and eligibility committee meetings; IEP's; school team committee meeting notes; any correspondence written between school personnel regarding our child where s/he is mentioned by name, initials or by code, including email; any correspondence written between parents and school personnel, including email; any and all records maintained by teachers and any member of the IEP team; notes or letters written in connection with any planning or discussions, or any other matters in connection with the student. Please include any and all personally identifiable information, print, email, video or audio recording that exists.

Thank you in advance for your cooperation.

Very truly yours,

Name

Address

Telephone

Cell phone

Email