

**Student  
Address  
Phone Numbers/Email**

Date

Received by Representative  
Of the School District \_\_\_\_\_

Special Education Director  
School District  
Address

RE: **Request for Access/Copies of Educational Records from date \_\_\_\_\_ to date \_\_\_\_\_**  
**Student Name/Grade**  
**DOB:**  
**School/District**  
**Graduation date.**

Dear:

I am writing to request the opportunity to schedule a time to come to the School to review and/or receive copies of **my** educational records currently being maintained by the school. This request is being made 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). This request encompasses 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**'s education records are currently being collected, maintained or utilized for reference by school district staff.

This records request includes my access and/or requesting copies of selected educational records/documents that contain personally identifiable information concerning me, [**Student name**], and any documents/records that name my parent(s) (names.....), or refer to me or my parents, and any student records referenced by student initials, social security number or by student identification number.

We are also requesting to review 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** for evaluations and 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's** behalf. <sup>1</sup>

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<sup>1</sup> 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

We are also requesting to review 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 guidance office and parents; all curricular planning information maintained by the guidance office/counselor regarding weekly, direct social skills instruction; 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 myself, **Student name** .

Please contact me (phone #.....) and in writing to let us know the date and time that we can come to the school to pick up the above requested records. If there is a school policy governing the cost of copying documents, please let us know. We look forward to hearing from you soon.

Sincerely,

Parent

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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.