Sample of Request Letter for School Records

[Parent’s Address]

[Parent’s Phone Number]

[Date]

[Name], Principal

[School]

[School’s address]

[City, MA Zip]

Re: [Child’s Name]

 [Child’s Date of Birth]

Dear Principal [Name]:

I am writing to request copies of my child's entire student record, [name], during the time that he/she has been enrolled in [school district]. This includes records related to regular education and special education, discipline and health records, report cards and progress reports, notes correspondences, and test scores.

I understand that this information will be made available as soon after my request as possible, but no later than ten days.

Thank you for your prompt attention to this matter.

Very truly yours,

[Parent’s Name]