

Re:

Date

Dear

Please accept this letter as my formal request to review all of my child's records including the cumulative, confidential, compliance, discipline, electronic mail and digital log associated with my child's Individual Education Plan (IEP). After my review, it is likely that I will also need copies of the records.

If the records are not available at this time, I look forward to receiving written notification on the reason they may not be available including a log off all personnel who has accessed my child's records between the time of my request and the time I access the records.

Sincerely,

Telephone

Email