ADVANCE FOUNDATIONS ADVOCACY CENTER

Empowering Families. Protecting Student Rights. Ensuring Equitable Education for Every Child.

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COMPLETE EDUCATION RECORDS REQUEST

Fill-In Parent Letter | AFAC-086

WHEN TO USE THIS LETTER

Use this letter when you want to inspect and review your child's education records. It is written broadly so a parent can request records maintained by the school, school system, special education department, related-service providers, contractors acting for the school system, and other locations that maintain education records for the student, as applicable.

AFAC KNOW-LEDGE

FERPA generally requires a school to comply with a parent's request to inspect and review education records within a reasonable period of time, but not more than 45 days after receiving the request. For a child with a disability under IDEA, the agency must permit inspection and review without unnecessary delay and before any IEP meeting, resolution session, or due process hearing, and in no case more than 45 days after the request.

1. FILL IN YOUR INFORMATION

Date: _____	**Parent / Guardian Name:** _____
Student Full Name: _____	**Student Date of Birth:** _____
School: _____	**Grade:** _____
Recipient Name / Title: _____	**School System / LEA:** _____
Parent Email: _____	**Parent Phone:** _____
Parent Address: _____	**Preferred Method of Access:** _____

2. SELECT RECORDS YOU WANT INCLUDED

The letter requests all education records maintained for the student. Use this checklist to identify records that are especially important to you. Check all that apply.

☐ Cumulative / permanent records	☐ Evaluations and assessments
☐ IEPs, amendments, and meeting documents	☐ IEP progress reports and goal data
☐ Special education service logs	☐ Speech, OT, PT, counseling, vision, nursing, or other related-service records
☐ Attendance and tardy records	☐ Discipline, suspension, removal, and behavior records
☐ FBA and BIP records	☐ Incident, injury, restraint, or seclusion records
☐ Nurse / health records maintained by the school	☐ Testing, benchmark, and assessment records
☐ Work samples / academic progress records	☐ Transportation records
☐ Communications maintained as education records	☐ Meeting notes maintained as education records
☐ Assistive technology / AAC records	☐ Child Find, referral, SBLC, RTI, or MTSS records
☐ Records of access / disclosure when applicable	☐ Other:

	_____

3. READY-TO-SEND LETTER

THE PARENT HOLDS THE HISTORY

Parents carry their child's history across teachers, providers, school years, evaluations, services, and changes in need. Access to records helps families compare what was documented, what was provided, what changed, and what questions still need answers.

[DATE]

[RECIPIENT NAME AND TITLE]
[SCHOOL / SCHOOL SYSTEM]
[ADDRESS]
[CITY, STATE ZIP]

RE: [STUDENT'S FULL NAME], DOB [MM/DD/YYYY], [SCHOOL / GRADE]

Dear [NAME/TITLE]:

I am the parent/guardian of [STUDENT'S FULL NAME]. I am requesting access to inspect and review all education records maintained for my child.

Please include records maintained by the school, school system, special education department, related-service providers, contractors acting for the school system, and other locations that maintain education records for my child, as applicable.

This request includes, as applicable: cumulative records; evaluations and assessments; IEPs and amendments; IEP progress data; service logs; related-service records; attendance records; discipline and behavior records; FBA/BIP records; incident and injury reports; restraint or seclusion records; nurse or school health records; testing records; transportation records; communications maintained as education records; meeting notes maintained as education records; assistive technology or AAC records; Child Find, referral, SBLC, RTI, or MTSS records; and any other education records directly related to my child and maintained by or for the educational agency.

I am specifically requesting the following additional records or categories, if applicable:
[LIST ANY RECORDS YOU ESPECIALLY WANT]

Please identify the types and locations of the education records maintained for my child and arrange for me to inspect and review them. My preferred method of access is:
[EMAIL / SECURE ELECTRONIC ACCESS / IN-PERSON INSPECTION / OTHER]

If circumstances effectively prevent me from exercising the right to inspect and review the records in person, please provide copies or another reasonable means of access as required by applicable law. Please also respond to reasonable requests for explanations or interpretations of the records.

If any requested record is withheld because the school believes it is not an education record subject to parent access, please identify the record or category withheld and explain the basis for that determination.

Please confirm receipt of this request in writing and advise how and when access will be provided.

Sincerely,

[PARENT/GUARDIAN NAME]

[ADDRESS]
[PHONE]
[EMAIL]

4. BEFORE YOU SEND

☐ Fill in every bracketed section that applies.

☐ Add any specific records you know you need.

☐ Send the request to the school official or records contact who can process it. For special education records, consider copying the special education contact when appropriate.

☐ Send it in a way that creates proof of the date received, such as email, portal submission, certified mail, or a stamped hand-delivered copy.

☐ Save the request and proof of delivery in your child's records.

☐ Calendar the date the school received the request.

☐ If an IEP meeting, resolution session, or due process hearing is approaching, state that clearly because IDEA may require access sooner than the general 45-day maximum.

5. RECORDS REQUEST TRACKER

Request sent: _____	**School received:** _____
Method sent: _____	**Proof saved at:** _____
School response date: _____	**Access date offered:** _____
Records received / inspected: _____	**Missing records identified:** _____
Follow-up sent: _____	**Follow-up response:** _____
Upcoming IEP / hearing / resolution date: _____	**Records needed before that date:** _____
Notes: _____	_____

6. IF RECORDS APPEAR TO BE MISSING

Do not assume a missing document means it never existed. Compare what you received with the IEP, emails, meeting history, service information, incident history, and other records you already have. Follow up in writing and identify the missing category as specifically as possible.

AFAC LANGUAGE TO USE

"Thank you for providing the records. After reviewing the production, I believe the following education records may be missing: [LIST]. Please confirm whether these records are maintained by the school, school system, provider, contractor, or another location acting for the agency, and provide access to any responsive education records."

7. LEGAL FOUNDATION

• FERPA: 20 U.S.C. § 1232g and 34 C.F.R. Part 99, including 34 C.F.R. §§ 99.10 and 99.11.

• IDEA: 34 C.F.R. §§ 300.501 and 300.613 through 300.617 regarding parent access to records and related safeguards.

• Under FERPA, access generally must be provided within a reasonable period of time, not more than 45 days after the request.

• Under IDEA, access must be provided without unnecessary delay and before an IEP meeting, resolution session, or due process hearing, and in no case more than 45 days after the request.

ADVOCACY SUPPORT NOTE

This template is provided by Advance Foundations Advocacy Center for parent education and family advocacy. AFAC is not acting as legal counsel, and this resource is not a substitute for individualized legal advice. Laws, regulations, facts, deadlines, and the definition of an education record may affect a particular request.