

## Appendix 5-4

### Letter Requesting A Change In Student's Records\*

(Be sure to keep a copy for your records)

(Date)

(Name of Principal)

(Name of School)

(Address of School)

Dear (Name of Principal):

I am the parent of (name of student), a student in your school. There is a statement in (name of student's) (give name of record. For example, "physical therapy evaluation, performed by Mrs. Wormwood on June 5, 1978") that I believe is ("misleading," "inaccurate," and/or "in violation of my child's rights") because (give your reasons).

I request that you change (name of student's) (name of record) records so they will no longer be ("misleading," "inaccurate," and/or "in violation of my child's rights").

I look forward to hearing from you soon on this matter.

Sincerely,

(Your Name)

(Your Address)

(Your Telephone Number)

\* All materials so designated in this section are taken from *Parent Manual - Education For Your Handicapped Child*, Advocacy Incorporated, Austin, Texas, 1979. Materials have been revised to conform with Michigan law.