

## Appendix 5-3

### Letter Requesting Records From School\*

(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), who is a (grade level or special education etc.)student. I am preparing for (student's name) IEPT meeting on (date) and would like to review (his or her) records prior to that date. I have tentatively reserved time to review the file in the school office on (date) at (time). I understand that all (his or her) records may not be in the office file. Please let me know if it is possible to review all the documents in the file at the school office on (date) and if it is necessary to schedule another time to review the remainder of the file. I can be reached at (day and evening telephone numbers).

I look forward to hearing from you soon.

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.