Requesting Your Child's Records

The Individuals with Disabilities Education Act or better known as IDEA gives you the right to look at all of your child's records. This includes records about his or her identification, evaluation, educational placement, and special education program.

You also have the right to ask the school to explain and interpret the records for you. You may ask the school to give you a copy of your child's records; they may charge you a reasonable fee for making any copies, but cannot charge you for retrieving the records or you looking at them.

School records contain valuable information about your child's strengths and areas of need.

Here are some reasons you might have for requesting a copy of your child's records:

- Reviewing records to ensure they are correct and contain all necessary information.
- When your family is moving to a new district, records may need to be sent.
- When you're taking your child for an independent evaluation, copies of past records may be useful.
- The records may help the staff at other programs your child attends (like camp, tutors, or in-hospital schools) design their activities.
- Postsecondary education programs may need to see copies of your child's records.
- It's a good idea to have a copy for your home files, especially if your child is finishing school.

Today's Date (include month, day, and year)

Your Name
Street Address
City, State, Zip Code
Daytime telephone number

Name of Person to Whom you are Writing
Title
Street Address
City, State, Zip Code

Dear (name),

I am writing to schedule a time to come and review all of my child's records. My son/daughter, (child's name), is in the (_____) grade at (name of school), in (teacher's name) class. I will also need copies of some or all of these records.

Please let me know where and when I can come in to see the records. I need these records by (date). You can reach me during the day at (give your phone number).

I look forward to hearing from you soon. Thank you for your assistance.

Sincerely,

Your name