## SPECIAL EDUCATION RECORDS REQUEST LETTER

[DATE]

**VIA EMAIL ONLY**

[Name of School Administrator]

[Title]

[School]

[Email Address]

**Re: Request for Educational Records of [Name of Student] (DOB: XX-XX-XXXX)**

Dear [Name of School Administrator]:

I am writing on behalf of my client, [Name of Parent], to request a complete copy of all school records in the possession or control of [Name of School] and the [Name of School District or Charter Organization] that relate to her child, [Name of Student], a special education student in the [Grade Level] grade at [Name of School]. I am making this request pursuant to the Federal Education Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), their corresponding federal regulations, La. R.S.17:406.9, and §502 of Louisiana Bulletin 1706. This request includes, but is not limited to, the following documents:

* Attendance records
* Report cards and/or progress reports
* Results of standardized testing
* Disciplinary reports or records
* All current and prior IEPs
* All Bulletin 1508 evaluations and reevaluations
* All current and prior Functional Behavior Assessments (FBA)
* All current and prior Behavior Intervention Plans (BIP)
* All multidisciplinary team (MDT) meeting notes
* IEP Progress reports, data, and notes
* Prior notices and other relevant special education notifications
* Any other evaluations, assessments, and screenings that may have been conducted on behalf of the student
* Logs of all special education and related service minutes provided during the 2019-2020 school year, including during distance learning
* All communications to the student’s parents regarding his academic or behavioral performance at school, including all communication logs
* The student’s class schedules for all school years.

I have enclosed an authorization for release of records signed by the student’s parent and educational rights holder. We ask that you please provide an electronic copy of these records via email attachment or link by no later than 10 business days from this request, [Insert 10-Day Date], in accordance with La. R.S. 17:406.9. Thank you for your timely response. If you have any questions, please do not hesitate to contact me at [Email Address] or (XXX)-XXX-XXXX.

Sincerely,

[Name of Requestor]

[Title]

Encl. – Authorization to Release Educational Records