

## ***Records Request***

Jane Parent  
123 Any Street  
Anytown, MO 54321  
(987) 654-3210

November 27, 2001

George William, Principal  
Your school  
School address  
City, State Zip Code

Reference: Your child's name  
DOB:  
School: (school name)

Dear Mr. Williams:

On November 26, I received a letter advising me that a meeting with Michael's teachers has been scheduled for December 2. At this meeting, we will discuss Michael's educational problems and how we may help him. So that I may be better prepared for the meeting, please send me a complete copy of my son's entire cumulative and confidential records. Please be sure to include copies of all evaluations and disciplinary actions. If there is a cost and policy about photocopies, please let me know immediately.

I will need time to review Michael's educational records before this important meeting.

Please make this letter and your written response a part of Michael's permanent educational record.

Thank you for your assistance and quick response.

Sincerely,

Jane Parent