

Month \_\_\_\_\_, 20\_\_

School Name \_\_\_\_\_  
\*School's Street Address\* \_\_\_\_\_  
Washington, D.C. \_\_\_\_\_ (zipcode)  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_

**Re: Records Request for Student Name \_\_\_\_\_, DOB: \_\_\_\_\_**

Dear Mr. or Ms. \_\_\_\_\_

My name is \_\_\_\_\_, and I am the education decision maker for Student's Name \_\_\_\_\_. Pursuant to the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities in Education Act (IDEA), and 5-E DCMR § 2600 *et. seq.*, I respectfully request the entire cumulative record folder of Student's Name \_\_\_\_\_, DOB: MM/DD/YYYY. In particular, I request the following non-exhaustive list of records:

#### **A. Special Education Records**

All special education records relating to Student's Name \_\_\_\_\_, including, but not limited to:

- Individualized Education Programs, including all documents associated with the IEP (Transition plans, Amendments, Prior Written Notices, Analyses of Existing Data);
- Behavioral Intervention Plans;
- Functional Behavioral Assessments;
- Any and all evaluations or assessments; and
- Any and all meeting notes.

#### **B. Academic Records**

All academic records relating to Student's Name \_\_\_\_\_, including, but not limited to:

- Transcripts and Letters of Understanding regarding credits;
- Progress Reports; and Report Cards; and
- Attendance.

#### **C. Disciplinary Records Relating**

All disciplinary records relating to Student's Name \_\_\_\_\_, including, but not limited to:

- The Student Behavior Tracker for Student Name \_\_\_\_\_
- All informal suspensions;
- All in-school suspensions;
- All out-of-school suspensions;
- All placements on a do-not-admit list;
- All other disciplinary actions taken against Student's Name \_\_\_\_\_; and
- All behavior contracts proposed and/or entered into between the school and Student's Name \_\_\_\_\_

#### **Definition of Records**

“Records” means all documents, internal communications, written communication, written correspondence, data, papers, and books, transcriptions, pictures, drawings or diagrams or every nature, whether transcribed by hand or by some mechanical, electronic, photographic or other means, as well as sound reproductions of oral statements or conversations by whatever means made, including written papers or memoranda which summarize oral conversations, whether in your actual or constructive possession or under your control or not, relating to or pertaining to or in any way to the subject matters in connection which it is used and includes originals, all file copies, all other copies, no matter how prepared and all drafts prepared in connection with such writing, whether used or not.

As this records request relates to an urgent educational matter, please respond to these requests as soon as possible. In the event that you are unable or unwilling to provide the requested material, please advise me promptly. Please email these documents to me at Email Address \_\_\_\_\_, or call me at Phone Number: \_\_\_\_\_ when the documents are available so that I can pick them up in person. Please do not hesitate to contact me with any questions or concerns. Thank you for your timely attention to this matter.

Sincerely,