LEMAYZING
SPED ADVOCACY

EDUCATIONAL RECORDS REQUEST GUIDE

Parents have the right to access their child's educational records. This guide explains what records you can request, why you might request them, and how the process works.

WHAT ARE EDUCATIONAL RECORDS?

Educational records include documents maintained by the school that relate directly to your child. These records can help parents understand their child's educational program, prepare for meetings, and monitor progress.

WHY MIGHT A PARENT REQUEST RECORDS?

- Preparing for an ARC meeting
- Reviewing evaluation results
- Understanding progress toward goals
- Reviewing services and supports
- Keeping personal records
- Preparing for a transition to a new school

COMMON RECORDS PARENTS REQUEST

- ☐ Current IEP
- ☐ Previous IEPs
- ☐ Evaluation Reports
- ☐ Reevaluation Reports
- ☐ Progress Reports
- ☐ Progress Monitoring Data
- ☐ Related Service Records
- ☐ Attendance Records
- ☐ Discipline Records
- ☐ Prior Written Notices
- ☐ All Educational Records

IMPORTANT TO KNOW

Under FERPA, parents generally have the right to inspect and review their child's educational records. Schools must comply with a request within the timelines established by law and must provide access before an IEP meeting or due process hearing if the records are needed for meaningful participation.

PARENT TIP

Request records before an ARC meeting whenever possible. Reviewing records ahead of time allows parents to prepare questions and participate more meaningfully in educational decision-making.

Schools may charge a reasonable fee for copies. You have the right to request an explanation of any fees before providing payment.

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EDUCATIONAL RECORDS REQUEST

Date: _____
To: _____
School/District: _____
Address: _____

RE: Request for Educational Records

Dear _____,

I am the parent/guardian of _____, who currently attends _____.
I am requesting copies of my child's educational records.

Please provide copies of the following records:
□ Current IEP
□ Previous IEPs
□ Evaluation Reports
□ Reevaluation Reports
□ Progress Reports
□ Progress Monitoring Data
□ Related Service Records
□ Attendance Records
□ Discipline Records
□ Prior Written Notices (PWNs)
□ Communication Logs
□ All Educational Records Maintained by the District
Other Records Requested:
_____
_____
_____
_____

Please let me know if there are any forms that need to be completed to process this request. If there are costs associated with copying these records, please notify me before processing the request. Thank you for your assistance. I look forward to receiving the requested records.

Sincerely,

Parent/Guardian of _____

Phone Number _____
Email Address _____
Preferred Method of Contact:_____