

Tip Sheet

Request Your Child's Records

A Records Checklist and Sample Email

Check the records you want, then fill in each [red bracket] to use as a guide.

To: [Case Manager's Name]

Subject: Records request before [Child's Name]'s IEP meeting on [Meeting Date]

Dear [Case Manager's Name],

Thank you for scheduling [Child's Name]'s IEP meeting for [Meeting Date]. To help me prepare, I would like to review the following records before then:

Choose all that apply.

- ☐ Evaluation and reevaluation reports from [school years]
- ☐ IEPs from [school years]
- ☐ Goal progress reports from [school years]
- ☐ Service logs for [speech, OT, or other services]
- ☐ Behavior data and any discipline records
- ☐ Emails or notes about [Child's Name]
- ☐ Other: _____

I understand that I have the right to review my child's records before an IEP meeting (34 CFR §300.613). Could you please send them by [date, two weeks before the meeting]? A digital copy is easiest for me. If that is not possible, please let me know how I can review them in person.

I would also appreciate a few minutes with someone who can walk me through the most recent evaluation report so that I understand the results. Please let me know if any of these records are kept somewhere else or if you need anything more from me.

Thank you for your help. I look forward to working with the team.

Sincerely,

[Your Name]

[Phone Number]

Before You Hit Send

Put it in writing

Email gives you a clear record of what you asked for and when.

Be specific

Ask for the records you need. Broad requests take longer to fulfill.

Give enough notice

Send it at least two to three weeks before the meeting. More time is better.

Keep a copy

Save your request and the school's reply. If records are late, follow up with the school first.

When an IEP meeting is on the calendar, the records come first.

You get to review them before the meeting, not after it.

