

**Sample Letter to Superintendent Requesting Complete Copy of
Child's Cumulative and Confidential Records**

Mary Parent
500 Oak Street
Centerville, IN 60010
(899) 555-1234

September 22, 2002

Dr. Ruth Boss, Superintendent
Independent School District #1
1000 Central Avenue
Centerville, IN 60010

Reference: Jennifer Parent
DOB: 01/01/90
School: Stonewall Elementary School

Dear Dr. Boss:

Please send me a complete copy of my child's cumulative and confidential educational records, including medical records, special education records, formal and informal correspondence, discipline records, tests, evaluations, and teacher-to teacher notes. If there is a cost and policy about photocopies, please let me know immediately.

If you have questions about my request, please call me at work (555-9876) or at home (555-1234) after 6 p.m. I appreciate your help and quick response.

Sincerely,

Mary Parent