

*SAMPLE COPY*

*Date*

*District*

*Director of Special Education*

*Address*

*VIA FACSIMILE*

*Dear Director;*

*Please provide me copies of any and all documents pertaining to (*child's name*) that are in the possession of (*District's name*), including, but not limited to:*

- Testing Results and Test Protocols (scoring page)*
- Any and all documents relating to IEPs for (*Child's name*)*
- All Correspondence and Memoranda*
- All electronic communication*
- All Notes of Telephone Calls*
- All Meeting Notes*
- All Assessment Plans*
- All Requests/Referrals for Evaluations*
- All Documents relating to any and all alternative programs that may have been offered as appropriate for (*child's name*)*
- All Memoranda, internal and external, written documents and letters generated by any personnel.*

*Pursuant to Federal Law and California Educational Code 56504, I am requesting these documents be provided within five calendar days and at no expense due to financial hardship.*

*Yours very truly,*

*Name*

*Address*

*Ph number*