

**Education Records
Sample Letter**

Attention: STUDENT RECORDS

Re: State of Ohio v.

Dear Madam/Sir:

Please be advised that _____ is representing _____ (DOB _____; SSN _____) in the above referenced matter. The information requested herein is necessary for a detailed social history to be completed on his behalf.

In an effort to properly represent Mr. _____ we are requesting that you provide us with a complete file of any and all of his education records, including special education records. **Please certify the records.** These records should include, but are not limited to:

- Academic performance (grades), including teachers' names;
- Psychological, IQ and academic achievement testing dates and outcomes;
- Disciplinary problems and/or achievements/recognitions;
- Attendance records;
- Parent-teacher conferences;
- Grades retentions and reasons;
- Any organizational, sporting and musical activities;
- Special education referral, testing, assessment, placement, re-evaluation, IEP's, etc.;
- Any other information pertinent to him, his siblings, and his parents in relation to his academic performance.
- Any additional records.

It is our understanding that the last school Mr. _____ attended in your district was _____.

In addition to our records request stated above, please indicate the name of your agency's custodian of records, as it may be necessary to have the authenticity of the documents verified. **Please certify records.**

An authorization for release of all such records is enclosed for your files.

Please mail or fax this information to my attention. Thank you for your assistance.

Sincerely,

Enclosure