

## Letter B: Request for School Records

*[Name of Parent or Adult Student]*

*[Address]*

*[Telephone Number]*

*[Today's Date]*

*[School Principal]*

*[Address]*

Dear *[School Principal]*:

Please send me one copy of all of the school records of *[student's name]*, *[date of birth]*, as provided by Section 10-76d-18(a)(1), Regulations of Connecticut State Agencies.

Please include any evaluations, special education or 504 records, attendance records, and/or disciplinary records which exist regarding *[student's name]*.

I look forward to receiving a copy of the records within 10 days, as required by the above regulations.

Sincerely,

*[Parent or adult student's printed name and signature]*