{{ requestor.name.full() }}

{{ requestor.address.address }}

{{ requestor.address.city }}, {{ requestor.address.state }} {{requestor.address.zip }}

{{ requestor.phone\_number }}

{{ format\_date(today()) }}

{{ school.recipient }}

{{ school.name }}

{{ school.address.address }}

{{ school.address.city }}, {{ school.address.state }} {{ school.address.zip}}

**Re: Requesting entire student record for {{ student.name }}; DOB {{ student.birthdate }}**

Dear {% if school.recipient.name %}{{ school.recipient.name.full() }} {% else %} To Whom it May Concern {% endif %}:

I am {{ student.name.full() }}’s parent. I am requesting their entire student record. This includes, but is not limited to, records about:

* General education
* Special education
* Discipline
* English learner education
* Health records
* Report cards
* Progress reports
* Notes
* Correspondence
* Attendance records
* Enrollment records
* Test scores

I understand that this information will be made available within ten (10) days of this request, under 34 CFR §300.613 (a) and 603 CMR 23.07(2).

If you need to speak with me regarding this request, please call me at {{ requestor.phone\_number }}. You can also email me at {{ requestor.email }}.

Thank you for quickly attending to my request.

Sincerely,

{{ requestor.signature }}

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

{{ requestor.name.full() }}

{%p if knows\_special\_education\_director\_name %}

cc:

{# {{ school.special\_education\_director.name.full() }} #}

{%p endif %}