{{ 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 requesting copies of my child, {{ student.name.full() }}’s, entire student record. This includes, but is not limited to, records regarding regular education, special education; discipline, {% if requestor.language != “English” %}English learner,{% endif %} and health records; as well as report cards, progress reports, notes, correspondence, enrollment records, and 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 }} and/or send me an email at {{ requestor.email }}.

Thank you for your prompt attention to this matter.

Sincerely,

{{ requestor.signature }}

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

{{ requestor.name.full() }}

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

cc:

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

{%p endif %}