{{ 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 {% if requestor.right\_to\_send == “Student” %}my{% else%}{{ student.name.first }}’s{% endif %} entire student record {% if not student.since\_enrolled %}for the past {{ student.years\_enrolled }} years{% else %}since {% if requestor.right\_to\_send == “Student” %}I{% else%}{{ student.name.first }}{% endif %} first enrolled in the district{% endif %}. 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).

Thank you for quickly attending to my request.

Sincerely,

{{ requestor.signature }}

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

{{ requestor.name.full() }}

{{ requestor.phone\_number }}

{{ requestor.email }}

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

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

{%p endif %}