{{ requestor.name.full() }}

{{ requestor.address.address }}

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

{{ requestor.phone\_number }}

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

{%p if student.grade != “soon-to-be” %}

{{ school.recipient }}

{{ school.name }}

{{ school.address.address }}

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

{%p else %}

{%p if school.special\_education\_director.requestor\_knows\_name %}

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

{%p endif %}

{%p if school.special\_education\_director.requestor\_knows\_address %}

{{ school. special\_education\_director.address.address }}

{{ school. special\_education\_director.address.city }}, {{ school. special\_education\_director.address.state }} {{ school. special\_education\_director.address.zip}}

{%p else %}

{{ requestor.address.city }} Public Schools Special Education Director

{%p endif %}

{%p endif %}

**Re: Requesting entire student record for {{ student.name }}; {{ 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 for the past 3 years. This includes, but is not limited to, records regarding regular education, special education, discipline, 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).

Thank you for your prompt attention to this matter.

Sincerely,

{{ requestor.signature }}

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

{{ requestor.name.full() }}

{%p if school.special\_education\_director.requestor\_knows\_name %}

cc:

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

{%p else %}

cc:

{{ requestor.address.city }} Public Schools Special Education Director

{%p endif %}

{%p if school.special\_education\_director.requestor\_knows\_address %}

{{ school. special\_education\_director.address.address }}

{{ school. special\_education\_director.address.city }}, {{ school. special\_education\_director.address.state }} {{ school. special\_education\_director.address.zip}}

{%p endif %}