

**Sample Letter to Principal Requesting Cumulative and
Confidential Records for Preparation of IEP Meeting**

Jane Smith
500 Oak Lane
Centerville, IL 60010
(899) 555-1234

September 18, 2002

George Williams, Principal
Grove Middle School
1000 Main Street
Middleburg, IL 60010

Reference: Michael K. Smith
DOB: 01/02/90
School: Grove Middle School

Dear Mr. Williams:

On September 17, I received a letter advising me that a meeting with Michael's teachers has been scheduled for October 2. At this meeting, we will discuss Michaels' educational problems and how we may help him. So that I may be better prepared for the meeting, please send me a complete copy of my son's entire cumulative and confidential records. Please be sure to include copies of all evaluations and actual test scores. If there is a cost and policy about photocopies, please let me know immediately.

I will need time to review Michael's educational records before this important meeting.

If you have questions about my request, please call me at work (555-9876) or at home (555-1234), after 6:00 pm.

Thank you for your assistance and quick response.

Sincerely,

Jane Smith

➔ If you send one letter to the principal and one letter to the superintendent, it is less likely that one person will assume the other person acted on your request.

➔ Do not send letters by certified letter. Hand-deliver important letters to the principal's office. Provide the guidance counselor with copies of important letters.