
Date

Name of Principal

Name of School

Street Address

City, State, Zip Code

Re: Records Request for _____
(Name of Child)

Dear _____ ,
(Principal)

I am the parent/guardian of (Child's Name) _____. My child was recently suspended and recommended for expulsion from your school. Please provide me with a copy of my child's school records, including grades, attendance records, discipline records, and special education records for the past two years. Please include investigation reports and written statements related to my child's current recommendation for expulsion. I need to review these before the upcoming expulsion hearing.

Please contact me at (telephone number) _____ to let me know when I should come to the school and pick up the records. Thank you for your help.

Sincerely,

Signature

Relationship to Student

Print Name

Street Address

Telephone Number(s)

City, State, Zip Code