

Sample Letter Request for Records by School (PSA)

Harborview School
45 N. Elm Street • Anaheim, California 92803 • (714) 555-1234

John Jones, Principal
Olde Public Elementary School
100 Main Street
Anaheim, California, 92803

July 10, 2020

RE: Records Request from Olde Public Elementary School

Dear Mr. Jones:

This letter is to inform you as of July 10, 2020, the following students have been enrolled at Harborview School.

<u>Name</u>	<u>Grade</u>	<u>Birthdate</u>
Julie Smith	4	8/10/11
Harold Smith	6	4/18/09

Please consider this an official request for their cumulative records. Pursuant to California Education section 49068, forward their school records to Harborview School at the address listed above.

Please include attendance records, transcripts for all grades attended, report cards and progress reports, disciplinary information and records, standardized testing participation and results, Individual Education Plan (IEP) if any, health records, psychological evaluations, speech and/or language evaluations, any other special education evaluations, and any other school records regarding the above-named students.

Thank you.

(SIGNATURE)

Arnold Smith
Principal

Use this letter to request the cumulative files for your children from their previous school. CHEA recommends sending this letter via certified mail to ensure receipt and create a paper trail for your records.