

(Date of Letter)

(School Administration)

(School Name)

(Street Address)

(City, State and Zip Code)

RE: Request for Student Records

Attn: School Administrator

Dear School Administrator:

Kindly provide the school records for  
(name of student), who is my (child, ward, etc.). I  
would appreciate a complete file of the aforementioned child's school records,  
including all grade reports, academic evaluations, activity reports, teachers'  
reports, attendance records, and any and all other matters that may be contained  
in the records of the above-named child. If you have any questions relative to  
this request, kindly contact the undersigned. Thank you in advance for your  
courtesies.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)