Sample Letter to Request Records for a Transfer Student

(District Letterhead)

TO:

DATE:

Our records indicate that we currently have the following student enrolled in our district; please forward to the above address the following records per 34 CFR § 300.323:

Student Name:_____ Birth Date:_____

Forms Needed:

- ◯ Initial referral
- ◯ Consent for evaluation
- ◯ Assessment reports (e.g., psychology, speech language)
- ◯ Consent for initial placement
- ◯ IEPs for the previous 5 years
- ◯ Discipline records for the past 2 years
- ◯ Behavior plans
- ◯ Evaluation Summary and Eligibility Report
- ◯ Consent for reevaluation
- ◯ Teacher observations
- ◯ Work samples
- ◯ **Other:**

Requested By:

(Signature)
(Printed Name)
(Title)