**Sample Records Request Letter**

**Corresponding Regulation: N.J.A.C. 6A:32-7.1(g)(1), N.J.A.C. 6A:32-7.5(f)(14)**

\_\_\_\_\_\_\_\_\_\_ (date)\_\_\_\_\_\_\_\_\_\_\_

Child Study Team

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(School name) \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(address)\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city, state, zip code)\_\_\_\_\_\_\_\_\_\_\_

Dear Child Study Team Leader (or call the school to get the name of this person):

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am the Court Appointed Special Advocate appointed by the Court for \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of child) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who was born on \_\_\_\_\_\_\_\_\_\_\_ (DOB) \_\_\_\_\_\_\_\_\_\_ and is a student in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ grade at the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of school) School. A copy of my Order of Appointment is attached for you records.

As the Court Appointed Special Advocate for \_\_\_\_\_\_\_\_\_\_\_\_(name of child)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I respectfully request any and all school records concerning \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of child). These records include all academic records and pupil files, including but not limited to: attendance records, school transcripts, evaluations, assessment information and scores, child study team recommendations, special education records and individualized education programs (IEPs) if applicable, student health records, medical screenings, anecdotal records, report cards, progress reports, discipline records, and any other documents related to the student’s education. I am entitled to these records pursuant to the Order of Appointment and State Regulations regarding access records ((N.J.A.C. 6A:32-7.5(f)(14)).

I understand that you have ten (10) days to provide me with access to these records. If you have any questions or need additional information, I can be reached at \_\_\_\_\_\_\_\_\_\_\_\_\_ (phone number)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during \_\_\_\_\_\_\_\_\_\_\_\_\_\_(best time of the day to call)\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you for your time and prompt attention to this matter.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

CASA volunteer, CASA of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County

cc: Director of Special Services of the\_\_\_\_\_\_\_\_\_\_\_ (School District)\_\_\_\_\_\_\_\_\_\_\_\_\_Board of Education

Adapted from information provided by: The Special Education Clinic

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