

Letter to Request Records for a Transfer Student

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: