



Document Request Letter Template

[Date]

To: [Name of School Contact]
[School Address]

Re: [Student's name, Grade, DOB, Student ID# if applicable]

I am requesting my child's most current special education documents. Please send these documents to me both electronically (to my email below) as well as my home mailing address. Please do not hesitate to contact me with any questions or concerns.

Sincerely,

[Signature]
[Printed Name]
[Phone]
[Email]