

## 14 Tips: Reviewing Your Child's Educational Records

by Pat Howey

1. Send a request to inspect and review your child's records. You will find sample request letters in Chapters 23 and 24, [Wrightslaw: From Emotions to Advocacy, 2<sup>nd</sup> Edition](#).

Sample Letter to Request Information, p. 235

Letter to Principal to Request Child's Records, p. 249

Letter to Superintendent to Request Child's Records, p. 250

Second Request for Records, p. 251

Letter to Request a Review of Education Records, p. 253

2. Specify all files in your letter, whether or not you believe these records exist. This request extends to all educational records maintained, including but not limited to the following:

Psychological Testing Evaluations, including Protocols

Cumulative Educational Records

Report Cards and Grades

Group Achievement and Ability Tests

Occupational Therapy File, including Evaluations and Progress Notes

Physical Therapy File, including Evaluations and Progress Notes

Speech/Language File, including Evaluations and Progress Notes

Other Therapeutic Files, including Evaluations and Progress Notes

Adaptive Physical Education Files, including Evaluations and Progress Notes

Disciplinary Records

Attendance Records

Case Conference Summaries and Individual Education Plans, including Goals and Objectives

Functional Behavioral Assessments and Behavioral Intervention Plans

Any Medical Records Maintained by the School

Anecdotal Notes Maintained by Teachers, including General and Special Education Teachers

3. Send this letter to all pre-schools and schools your child attended.

4. Send a second letter to the government agency that provides special education, i.e., Special Ed Cooperatives, Joint Services and Supply.

5. Provide the school/agency with two or three different dates and times you will be available to review the record.

6. If you do not receive a response within a week, send a follow-up letter, attaching a copy of the original letter.

7. When you review your child's records, take a number of pads of the smallest size sticky notes with you.

8. With a sticky note, tag every sheet of paper or note that you either have never seen before or that you are certain you do not already have a copy of.

9. Make a note of missing items. **Tip:** The school has not provided *all* the records:

- If you have written notes to the school and they are not in any of the records
- If the testing protocols (actual testing instruments) are not in the records
- If your child has had adaptive physical education, physical, occupational, or speech therapy, and the daily progress notes are not in any of the records

If any records are missing, write a note, indicating what you believe is missing.

10. When you are finished, count the sticky notes. Make a note of the number of pages you can expect.

11. Return the files with a note that requests copies of all items you have tagged with sticky notes.

12. Reminder: Absent state law or local policy, you are not automatically entitled to copies of your child's records, except under specific circumstances. You may be charged a fee for the copies.

13. When you return to pick up the copies of your child's records, note the number of copies. If the number varies from what you expect, leave a note stating that you did not receive all requested copies.

14. Sign and date each piece of correspondence you give to the keeper of the records. Always keep a copy for your own records.

This article can be found at <http://www.wrightslaw.com/howey/record.review.pdf>