

School Official
Email:

[Date]

Dear []:

Pursuant to [insert citation to applicable state statute]; the Family Educational Records and Privacy Act, 20 U.S.C. § 1232 (g); 34 C.F.R. Part 99 (FERPA); Individuals with Disabilities Education Improvement Act, 20 U.S.C. § 1400, et seq. (IDEA), I am requesting access to, and copies of, all records under the custody and control of the _____ School District (hereinafter "District"). This request encompasses all of the education records identified below, no matter where they may be located, whether in the Central Administration Office, the Special Education Office, or any other department, office or location within the School District where education records are collected, maintained or utilized for reference by school district staff, specifically including any/all so called "sole use" files. I am formally requesting copies of the following records:

- Educational records for <STUDENT NAME> currently being maintained by _____ the District;
- Progress reports, report cards, correspondence, handwritten notes to and from parents, other School District staff, memos, interoffice memos, emails, letters, of any kind, including notes of telephone calls, multi-disciplinary meeting and Individualized Education Programs ("IEP") meeting planning notes/discussions, classroom/behavioral observations of <STUDENT NAME>, evaluations and/or assessments, testing protocols/raw data collected from student/teachers/evaluators and any District or contracted outside school psychologists in the development of multidisciplinary evaluations and reevaluations on <STUDENT NAME> behalf.
- Records/documents that (1) contain personally identifiable information concerning <STUDENT NAME> or any variation of the student's name;
- Records referenced by student initials, social security number, student identification number or any other means.
- Documents/records that name <PARENT/GUARDIAN(S) NAME> or refer to <STUDENT NAME> guardian, parents, or otherwise;
- Student work product including writing samples, classroom-based assignments, academic tests, projects, completed written assignments/journal entries, teacher checklists, data collection logs/sheets, behavior rating scales/questionnaires, including discussions and email communications between or including the district and parents;
- Documents/records containing curricular planning information maintained by the guidance office/counselor regarding weekly, direct social skills instruction;
- Response to Intervention data and/or records;
- Documentation containing information exchanged with any and all third-party, wrap-around service providers/evaluators, including reports and/or anecdotal records;

- Draft copies and notes from multi-disciplinary team/ER review meetings and all state/district standardized PSSA testing results, IEP's, and all data upon which progress monitoring reports are based;
- Instruction, programming and/or service progress reports and data collection toward IEP goal mastery, including progress monitoring reports;
- Attendance records, parent/teacher conferences, and documentation of any behavioral/disciplinary notices, behavior tracking forms;
- Medical and school health records, notes of IU/District school psychologists, speech and language, and OT therapists, or other related service/resource specialists, including any outside contracted service personnel who have provided services to, evaluated or have otherwise been involved directly or indirectly in developing, maintaining or archiving the requested health records on behalf of <STUDENT NAME>;
- District staff emails relating to [Student];
- Any type of "Support Plan" that exists for <STUDENT NAME>;];
- Emails, text messages or other records indicating, documenting, discussing, or approving <STUDENT NAME>'s attendance at any training, meeting, student club or class (school-sponsored or not) discussing transgenderism, "gender identity," LGBTQ+, or sexual orientation. This includes student club sign-in sheets, or membership rosters. You may redact the names of other students, but not the club or class sponsor;
- Any and all educational materials, whether officially approved curriculum or assignments, or other materials or assignments, not officially approved, that a school employee shared with <STUDENT NAME> referencing transgenderism, gender identity, LGBTQ+, or sexual orientation. For purposes of this request, "materials" also includes copies of any printed media, brochures, or digital media, including videos and/or hyperlinks to websites or digital media (such as YouTube), that a District employee or volunteer shared with or showed to <STUDENT NAME>;
- Any text messages, emails, or social media site "instant messages" (whether on a school device or on a personal device) sent to <STUDENT NAME>; or sent by a District employee to anyone else concerning <STUDENT NAME>;
- Documents containing the name and contact information of any third-party organization a District employee i) shared with <STUDENT NAME>; or ii) to which a District employee referred <STUDENT NAME>;.
- Documents containing or referencing the name and contact information of any third-party organization a district employee consulted regarding <STUDENT NAME>, including any gender-transition advocacy organizations or medical clinics.

I am further requesting you take immediate steps to preserve all records responsive to this request..

This requests includes all records in possession, custody and/or control of the central District office; the principal's office; the homeroom teacher; school or district guidance counselor(s); school psychologist(s); LGBT/GSA or other club supervising teacher(s); or other school employees, including all so called "sole use" documents and/or files. In your

response, please indicate whether any District personnel employed in the foregoing specifically referenced positions were queried as to the existence of responsive records.

Please send electronic copies of all responsive documents to the email address provided herein. If there is a district policy governing the cost of copying documents, we request that cost be waived due to the hardship it would cause resulting in prevention of <PARENT/GUARDIAN NAME> to fully participate in <STUDENT NAME>'s education and IEP.

Finally, I am aware that we have constitutionally protected parental rights to direct the medical and mental health decision making of our child. We are not aware of any <INSERT STATE> law or statute that circumvents our parental rights in such matters nor do we believe that such a law exists. If for some reason, you are interpreting a law in such a way as to authorize you to violate our parental rights, please provide the citation and a copy of the relevant statute(s).

If you are unable to provide such a law authorizing your actions and the overriding of our parental rights, then we shall assume you are operating outside your legal authority. I look forward to reviewing whatever statutes you would like to provide within one week.

Thank you for your anticipated cooperation in this matter.

Sincerely,

CC VIA EMAIL: