

[DATE]

[NAME OF SCHOOL]

**Re: Request for Education Records for [NAME, D.O.B. ]**

Dear Records Dept:

I am the CASA (Court Appointed Special Advocate) for the above referenced student Please email me complete educational records including, but not limited to:

* Grades, progress reports, etc.
* Disciplinary records
* Evaluations and assessments, including standardized test scores and psychological or social assessments
* Special education records, including IEPs and minutes from special education meetings
* All counseling records
* All attendance records

I have attached my order of appointment, which specifically authorizes me to access all

of [STUDENT]’s educational records. Please see section 4 of the attached court order.

Thank you very much for your help.

Sincerely,

[YOUR NAME]

Court Appointed Special Advocate

Attachments (1) – Order of Appointment

COURT ORDER SECTION 4 AUTHORITY FOR EDUCATIONAL REQUESTS PRUSUANT TO § 210.160(6)