## **2. SAMPLE LETTER REQUESTING SCHOOL POLICIES**

[Parent Name/Mailing Address]

[Date]

Custodian of Records

[School District or Charter School]

Re: Public Records Request

Dear Custodian:

Please provide me with a copy of all policies and procedures of the [Name of School District or Charter School] related to:

[Select which topic(s) you want to receive information on and draft letter accordingly]

* The identification and referral of all children with disabilities, aged birth through 21, including children with disabilities attending private schools and home schools.
* The initial evaluation (and/or re-evaluation) of children to determine eligibility for special education.
* Preschool programs for children with disabilities, including policies and procedures for children who are transitioning from the Arizona Early Intervention Program to public school preschool programs.
* Children with disabilities who voluntarily attend private schools, including policies and procedures regarding how the school district provides special education and related services to those children.
* The development, implementation, review and revision of IEPs.
* Procedural safeguards, including information on any dispute resolution mechanisms that are available for parents and/or students attending the [Name of School District or Charter School].
* Suspension and expulsion of students with disabilities.
* The evaluation and education of children with disabilities under Section 504 of the Rehabilitation Act of 1973 and its regulations, including all policies, procedures and standards for [fill in any particular area of interest – i.e., “initial evaluation of children to determine eligibility under Section 504,” “development and revision of 504 accommodation plans,” “school district procedures for resolving disputes relating to children with disabilities under Section 504”].
* Special education.

Thank you for promptly responding to this public records request in accordance with Arizona law. If it will take more than a few days to provide these records, please let me know.

Sincerely,

Parent