



SCHOOL JUSTICE PROJECT

Access to Justice. Access to Education.

September 16, 2016

ATTN: Eleanor Records
The High School
1000 Education Road NE
Washington, D.C. 20001
VIA EMAIL: eleanor.records@thehighschool.edu

Re: Student Name (DOB: 01/01/2001)

Dear Ms. Records,

On behalf of Parent Name, educational decision maker for Student Name (DOB: 01/01/2001), and pursuant to 34 C.F.R. § 300.501 and D.C. MUN. REG. tit. 5 §§ 2600 and 3021, I am requesting Ms. Name's complete official file, including, but not limited to:

- Assessments and Evaluations, including psychiatric and psychological
- Attendance Records
- Disciplinary Records
- Eligibility Documents
- IEP(s)
- Notes related to receipt of psychological services
- Notice(s) of Placement
- Previous Due Process Complaints and Hearing Officer Determinations
- Related Service Provider Progress Notes and Logs
- Report Cards and Progress Reports
- Standardized Tests
- Transcripts

Attached to this request, please find a release granting me access to these records. Please fax the records to (202) 204-5838 or scan and email them to scomeau@sjpdc.org. If you have any questions, please contact me at (202) 494-5388.

Sincerely,

/s/ Sarah Comeau

Sarah Comeau, Esq.
Director of Programs & Co-Founder
School Justice Project
Cell: (202) 494-5388
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