

Draft letter requesting school file

*Your Name*  
*Address*  
*Address*  
*Address*  
*Post Code*

*Date*

*SCHOOL NAME*  
*HEADTEACHER'S NAME*  
*ADDRESS*  
*ADDRESS*  
*POST CODE*

Dear {Name of Headteacher},

Re: {Insert your son's/daughter's Name and Date of Birth (Day/Month/Year)}

I am writing to request a copy of my son's/daughter's {insert name} school records, under Education Pupil Information (England) Regulation 2000 and Data Protection Act 1998 and subsequent amendments.

I am willing to pay for any costs involved in the preparation of my son's/daughter's school file.

Yours truly,

*{Your name}*