

John Smith  
123 Elm Street  
Naples FL 34109  
239-567-8910

**Date**

School District of Collier County, Florida  
Dr. Martin Luther King, Jr. Administrative Center  
5775 Osceola Trail  
Naples FL 34109

Re: ***John Smith and Susan Smith, individually and on behalf of Diane Smith***

Dear Sir/Madam:

Pursuant to federal and state law, we request a listing of the types and locations of all education records maintained by the District and the titles and addresses of the officials responsible for those records. Furthermore, pursuant to federal and state law, we demand access to all of *Diane's* educational records as defined under federal and state law, including but not limited to:

1. Attendance records;
2. Level of achievement records, including grades and standardized achievement test scores, report cards;
3. Transcripts;
4. Interest inventory results;
5. Group testing results;
6. Reports/notices of parent conferences;
7. Discipline records;
8. Health data;
9. Family background information;
10. Teacher or counselor ratings and observations;
11. Verified reports of serious or recurrent behavior patterns;
12. Requests for Section 504 or IEP Meetings;
13. Notices of Section 504 or IEP Meetings;
14. IEP's or Section 504 plans;
15. All correspondence and memoranda;
16. All notes of telephone calls relating to ***John Smith, Susan Smith, or Diane Smith***;
17. All meeting notes or minutes;
18. All assessment plans;
19. All evaluation reports;

20. Complete protocols of tests administered to *Diane Smith* by school personnel or pursuant to contracts with outside agents;
21. All notes of psychologists, speech and language therapists, resource specialists, and other personnel who have provided services to evaluated, or otherwise have been involved in, or responsible for, the provision of a free and appropriate education for *Diane Smith*.
22. All requests/referrals for evaluations;
23. Access logs;
24. Requests for records;
25. All documents relating to any and all alternative programs that *John Smith, Susan Smith, or Diane Smith* may have been offered as appropriate in the last two years;
26. Academic work completed; and
27. Any other evidence, knowledge, or information relating to *John Smith, Susan Smith, or Diane Smith* recorded in any medium, including but not limited to,
  - a. handwriting
  - b. typewriting
  - c. print
  - d. magnetic tapes
  - e. film
  - f. microfilm
  - g. microfiche
  - h. emails concerning *John Smith, Susan Smith, or Diane Smith*, and
  - i. video tapes

Very truly yours,

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*John Smith*

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*Susan Smith*