

# Sample Letter to School

June 6, 2006

SCHOOL NAME  
ADDRESS

Re: Our Client/Your Student: CHILD NAME  
(DOB)

Dear :

I have been appointed to represent CHILD in Family Court Proceedings concerning his/her welfare. I am writing to request a copy of **entire file** with your school. This should include attendance records, health records (including immunizations), disciplinary records, grades, teacher notes and any other information contained in his school records.

I have enclosed a copy of the court order, which authorizes the release of this information directly to me. Please be advised that I am representing this child on a volunteer basis through the Office of the Child Advocate. As such, please do not charge me for copying costs. If you intend to charge me, please contact me first. Should you have any other questions or concerns, please do not hesitate to contact me.

I appreciate your cooperation in this matter.

Very truly yours,

ATTORNEY  
ATTORNEY GAL FOR CHILD

enclosure