



NASHOBA

Regional School District

50 Mechanic Street Bolton, Massachusetts 01740

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REQUEST FOR SPECIAL EDUCATION RECORDS

Request for Duplicate Records

I, _____ Parent/Guardian of _____
(Print Parent/Guardian Name) (Print Student Name)

request a copy of the following documents from my child's special education record:

- IEP** Current IEP
 Complete set of all IEPs

EVALUATION REPORTS

- Most recent evaluation reports
 All evaluation reports

COMPLETE STUDENT FILE

OTHER – List specific documents: _____

Signature: _____ Date: _____

Note: The Pupil Personnel Services Office provides the parent/guardian with one copy of each report at no charge automatically at the time of issue. Records requested via this form will cost \$.05/page.

The records requested will be available at Pupil Personnel Services Office (50 Mechanic Street, Bolton MA 01720) within 10 school days following the receipt of your request. We will call to notify you when the records are available for pick-up. Permanent records are located at your student's school, (academic, attendance, MCAS etc.). If needed, contact the school directly.

I acknowledge receipt of records as indicated above.

Signature: _____ Date: _____

This form may be returned via email to Pupil Personnel Services: Pupilpersonnel@nrsd.net