

How to Ask to Review Your Child's Records

(Insert Date)

(Insert Name), Early Intervention Official
(Street Address)
(City/State/Zip Code)

Dear (Insert Early Intervention Official/Service Provider/Service Coordinator/Evaluator):

I would like to review the records of my child, (child's name), who is receiving early intervention services from (name/s of service providers).

I understand that if I have any questions I can have information in the record explained to me, and have someone I select review the records for me.

The best time to reach me is on (insert days and times).

Sincerely,

(Your Signature)
(Insert Name)
(Street Address)
(City/State/Zip Code)
(County)
(Area Code/Phone Number)