Name

Address

Dear Name of Head

Ref: Request for Information under the Data Protection Act

I would be grateful if you would provide me with a copy of all information held on my son/daughter Child’s name dob Date of Birth of the above address.

I would be grateful if you would provide me with a copy of all information held, which should include all notes, e-mails, records of conversations, telephone notes, office notes & memos, plus all formal reports, assessments, letters and notes sent or received.

I confirm that I am acting on behalf of my children in this matter and assume that you do not need proof of identity or address, but would be happy to present anything you require, in person, to the school office. I am aware that I may need to pay for resources needed to print these records so please let me know the amount required.

I would appreciate this information as soon as possible but, in any case, within the maximum period of 40 days from the date of this letter.

Yours sincerely