

Letter Requesting Records

[DATE]

Pupil Services
[ADDRESS]

RE: Records Request for *STUDENT*

Dear Pupil Services:

I will be representing *student* in his upcoming expulsion hearing. I write at this time to request copies of all documents to be used at, or in preparation for, *Student's* expulsion hearing pursuant to California Education Code §§ 49069 and 48918(b). I specifically request a copy of the expulsion packet for *STUDENT*, including, but not limited to, all statements made by any school staff, any administrators, any students, and any eye witnesses regarding the alleged incident. I also request any and all investigative reports made about the alleged incident, *STUDENT's* disciplinary records, and any other documents or evidence that *SCHOOL* has regarding the alleged incident and/or any evidence the school intends to present at *STUDENT's* expulsion hearing.

[optional] I also request copies of *STUDENT's* entire cumulative educational file, including all special education or disability-related records kept by the *DISTRICT* regarding *STUDENT*.

I will expect to receive copies of the records as soon as possible, but no later than *DATE*, within five business days of this request, as required by California Education Code § 49069.

I have enclosed a copy of a parental consent form authorizing my access to these records. Please e-mail the materials to me at *EMAIL ADDRESS* or fax them to my attention at *999-9999*. Feel free to contact me at *999-9999* should you have any questions, wish to discuss settlement, or require additional information.

Please direct all further contact with *STUDENT's* family regarding the pending expulsion recommendation through my office. Thank you for your assistance in this matter.

Sincerely,

[NAME]
Attorney

Cc: Principal at School

Letter Requesting Postponement

VIA FACSIMILE

[DATE]

Pupil Services

RE: Request for Postponement of Expulsion Hearing

Dear Pupil Services:

Pursuant to California Education Code section 48918(a), please accept this letter as a formal written request for postponement of the [*Scheduled hearing date*] expulsion hearing scheduled for [*Minor*]. I will be representing [*Minor*] in this matter and will contact you in the next few days to reschedule the hearing.

You may contact me at XXX-XXX-XXXX should you have any questions or require additional information.

Sincerely,

Attorney

Cc: *Principal at School*