

John and Jane Doe  
Address  
City, State, Zip  
email  
phone

May 21, 2018

**Request for Public Records from the XX School District**

Chief of Specialized Learning and Student Services  
Dear Mr X,

We are writing today because we would like additional information related to the operations, policies and procedures of the XX School District concerning special education. We are asking for this information under the Freedom Of Information Act.

Connecticut's Freedom of Information Act is designed to ensure citizen access to the records and meetings of public agencies in the State of Connecticut. This request reasonably describes identifiable records or information and we believe no express provision of law exists exempting the requested records from disclosure. Should the District find any portion of any requested record exempt from release due to concerns related to disclosure of personally identifiable student information, we ask that you redact the personally identifiable information to alleviate any confidentiality concerns. We are requesting the right to review and inspect the following records:

- Contracts with private evaluators for approved Independent Education Evaluations over the past 10 years.
- Date evaluation was approved and date completed evaluation was received by the district for all approved IEEs for the past 10 years
- All versions of district IEE criteria over the past 10 years
- A copy of every check paid for every IEE over the past 10 years
- A copy of all correspondence between the district and private evaluators in connection with IEE requests, including letters refusing to pay evaluators for approved IEEs.

If you decide to withhold any portion of any record requested, we ask that you provide a list identifying what you have withheld. We ask that you cite specific exemption(s) being relied upon to withhold information. We also ask that you make available for inspection any records that indicate, suggest, or otherwise identify the prior existence of other records related to the request that may have been modified or destroyed.

There is a public interest in the requested records, and they are not being requested for commercial purpose. We seek this information because it edifies the District's operations and activities. This is an important issue for the public and public interest clearly outweighs all other interests. The public interest is served by the full and timely disclosure of all requested records.

This information can be scanned to us on pdf files and does not need to be photocopied. We will gladly provide the district with a thumb drive, if you choose this route. Another alternative is to have the records accessible to us for our review on [DATE] at [TIME] with a room available for us to review the records on premises. We will flag pages that we would like scanned into a pdf file and will provide the thumb drive.

Please respond to this request in a reasonable time period. If the records we are requesting take longer than 10 business days to produce, please contact us with information about when we can expect access to review and inspect the requested records. If there are any fees associated with this request, we ask that you inform us ahead of time.

Sincerely,

John and Jane Doe