**Below is a sample letter that you can submit to see your child's test, answers, and scores**

Copies of this letter should be sent to the following:
School district Superintendent
State Department of Education
Each Member of the Local School Board

Date

I am writing in regards to the state standardized test, (test name). The high-stakes test was administered on \_\_\_\_\_\_\_\_(date) at \_\_\_\_\_\_\_\_ (school name and address). During the time the test was administered, my child\_\_\_\_\_\_\_\_\_\_ (your child's name), was in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_(grade and teacher).

As a concerned and informed parent who believes in my right to direct my child's education, I am writing to request my child's test answer booklet, answer guide, and the pre-established criterion that was used to score the state standardized test. As well as any and all information you may have on my child directly relating to\_\_\_\_\_\_(test name).

Supreme Court ruling regarding parental rights and the Freedom of Information Act supports this request. Additional precedence was established by the United States Department of Education on June 1, 1999. The USDE sided with Debra Gaudette, a mother from Connecticut, ruling actual parts of a standardized test, then called the Connecticut Mastery Test, were in fact part of her child's "education record" and were to be released for her review under the requirements of FERPA ACT.

According to the FERPA regulations these items must be released within 45 days of this request dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date of letter). I am concerned that these test results may direct my child's future educational opportunities. Thank you for your prompt reply.

Thank you,
Name
Address
Phone
Email