

Requesting documentation from the Department of Education

Address letter to: Charles Chambers
Records Department
NYC Department of Education
65 Court Street
Room 1201
Brooklyn, NY 11201

Letter should be written as if patient is writing it (should be signed by the patient).

- Must be **notarized**
- Social Security number must be listed
- Date of birth must be listed
- Indicate which school patient attended (if you have address of school, that would help)

In the letter, request the following:

- Most recent psychological evaluation
- Most recent IEP (either annual or triennial)

Phone number for Records is (718) 935-3161. Check with Mr. Chambers as to length of time expected until you receive documents.

SEE BELOW FOR SAMPLE LETTER

SAMPLE LETTER

SAMPLE LETTER

January 0, 000

Charles Chambers
Records Department
NYC Department of Education
65 Court Street
Room 1201
Brooklyn, NY 11201

Dear Mr. Chambers:

My name is *John Smith*. My date of birth is *1/1/11* and my Social Security number is *111-111-1111*. I attended *P.S. 111* located at *111 Smith Street, Bronx, N.Y. 12345*. I would like a copy of my most recent psychological evaluation and my most recent IEP (either annual or triennial).

Please mail these papers to my address at *111 Smith Street, Bronx, NY 12345*.

Sincerely,

DON'T FORGET – MUST BE NOTARIZED!!!

SAMPLE LETTER

SAMPLE LETTER