

June 24, 2021



Dear Ms. Jemilo:

On March 12, 2021, we had a chance to speak regarding **STUDENT's NAME** records. As parental permission is not required when records are requested by authorized school personnel. (Family Educational Rights and Privacy Act, Final Rule on Education Records, Federal Register, June 17, 1976, Vol. 41, No. 18, page 24673). Fairfax County Public Schools (FCPS) is requesting records for this student.

Please forward all records to **Ms. Dawn Schaefer, Coordinator IV, Due Process & Eligibility?** at Fairfax County Public Schools', Office of Special Education Procedural Support at 8270 Willow Oaks Corporate Drive, Second Floor Fairfax, Virginia 22031 for the above student to include, but not limited to:

- Academic,
- Discipline,
- Health,
- Legal,
- Test,
- Special Services – including any Prior Written Notices, Individualized Education Programs (IEPs), and eligibility documents,
- marks interpretation,
- special clinical or diagnostic studies, and
- any other information that may be helpful.

If you have any questions, you can reach out to me at 571-294-1007 or contact Due Process & Eligibility at 571-423-4470.

Sincerely,

Dawn M. Azennar  
Procedural Support Liaison  
Hayfield Pyramid

cc: Student Scholastic Records File, **Student Name**  
**Name**, principal, **School**

Commented [AD1]: Thoughts on who should receive this information?

Commented [AD2]: This was from the FCPS document. Do we want to keep some or all of the information?