[*Your Address*]

[*Your Email Address*]

[*The head teachers name*]

[*The name of the school*]

[*The address of the school*]

Re: [*your child’s name, DOB*]

[*Date of Letter*]

Dear Sir/Madam

I am the parent/legal guardian of [*child’s name*] who recently attended your school.

To efficiently continue his/her education I need his/her school records.

Therefore, I am now asking for them as a subject access request under the Data Protection Act. Could you therefore forward them to me as soon as is reasonably possible?

 Should you require me to pay a fee for this, could you please let me know what that might be and how you would like me to pay it.

Yours sincerely

[*your name*]

[*signature*]