Lisa Cottle

Texas Education Agency

c/o Public Information Coordination Office

5th Floor Room 128

1701 North Congress Ave.

Austin, Texas 78701

Facsimile: 512-463-9838

 RE: [Parent Name]

 STAAR Assessment Inspection

Dear Ms. Cottle:

 [I am / We are] the parents of [Student Name]. [I / We] are requesting “access to a copy of each state assessment instrument administered under Section 39.023 to the parent's child” during [calendar year 20\_\_, or specific dates]. This request is made pursuant to Tex. Educ. Code § 26.005.

 The Social Security number for [Student Name] is [Full Social Security Number].

 Please let me know when we may inspect the requested records.

 Pursuant to the instructions of Montgomery Meitler, this request is being submitted to the Public Information Office for purposes of tracking. Please note that this request is not being made under the Public Information Act or any portion of the Texas Government Code. [I / We] request the statutory access guaranteed to [me / us] as parents under the Texas Education Code.

 Sincerely,

 [Parent Name]

Enc.