*About this resource:*

This is a Suggested Wording. It is a set of paragraphs you can use to ask a school to chase a public body to provide information you previously requested under the Freedom of Information Act.

To understand when you might want to use this text, read the [Step by Step Guide*:* Education Records](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step).

If you want more information about the relevant law and practice, read the [Quick-Guide: students and information rights](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/governors-meeting/getting-right/step/quick-guide-students-and-information-rights).

To use this resource, go through the text and enter the information where prompted to do so. Prompts appear as grey text. Then copy and paste your finished text into a letter or email.

This text is a guide. You might need to make amendments to fit your circumstances.

I wrote to you previously on date of previous correspondence and set out a request for information under the Freedom of Information Act.

There are now two section to choose from, a yellow one and a blue one. Choose the section that is most appropriate and complete it with the required information. Then delete the unused section and remove the highlighting.

The yellow section is most appropriate if you made a request and the relevant time limit has not yet expired.

The blue section is most appropriate if you made a request and the relevant time limit has expired.

I appreciate that the deadline has not yet expired. However, as stated previously, public bodies must provide the requested material as soon as possible, even within the time limit. I believe this request is straightforward and I would therefore request that you release the information as soon as possible. Kindly, please provide me with an update and ensure that the information is provided by reasonable date for response.

If the information is not provided and there is not good reason for the delay, my next step would be to proceed to make a complaint to the Information Commissioners’ Office.

I the deadline for provision of the requested information expired on date the deadline expired, and we have still not received a response to the questions asked. Please now provide your response immediately, without further delay. If you cannot confirm that this will happen, our next step will be to make a complaint to the Information Commissioner’s Office.