*About this resource:*

This is a Suggested Wording. It is a set of paragraphs to make a request for information 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.

My name is your name. I am writing to request information under section 1 the Freedom of Information Act 2000 (“the Act”).

Kindly provide us with the following information:

* Insert question and add additional rows as needed

If this request is declined in whole or in part, you must justify your decision by reference to specific exemptions of the Act. Kindly, please also release all information as soon as possible, even if part of the request is denied. In addition, if you require any clarification, please contact me under your duty to provide advice and assistance under s16 of the Act. You can reach me at your contact information.

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

The yellow section is most appropriate if you are making the FOI request to a school.

The blue section is most appropriate if you are making the FOI request to an organisation other than a school.

In accordance with the Freedom of Information (Time for Compliance with Request) Regulations 2004, at Regulation 3, the timeframe to provide a response is within 20 school days, or 60 working days, whichever is sooner. I understand the correct date to be date of deadline, which is 20 school days/60 work days from now.

We look forward to receiving a response within 20 working days, by date of deadline, in accordance with s10(1) of the Act.