*About this resource:*

This is a Suggested Wording. It is a set of paragraphs that suggests wording for you to use to request the minutes of the independent review panel from the clerk.

To understand when you might want to use this text, read the [Step by Step Guide*:* After the Independent Review Panel](https://justforkidslaw.org/school-exclusions-hub/legal-practitioners-and-professionals/after-governors-meeting-appeal-and-3/after-irp-reconsideration-and-further-steps/step-step-guide-after-independent-review-panel).

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

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

I am writing in relation to name of young person’s independent review panel concerning their permanent exclusion from name of school which took place on date of independent review panel.

I am writing to request a copy of the minutes taken of the panel. For clarity, this request is made in accordance with the right of subject access under article 15 of the General Data Protection Regulation and, as accordingly, we ask that they are provided without undue delay.