

Inquiry About Student Health Records Update

Dear [Principal's Name],

I hope this message finds you well. I am writing to inquire about the process for updating my child's health records at [School Name]. As a parent, I want to ensure that all necessary health information is up-to-date to promote their safety and well-being while at school.

Could you please provide me with the relevant procedures and any forms that may need to be completed? Additionally, are there specific deadlines I should be aware of for submitting this information?

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Child's Name and Grade]