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LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education-Custodian of Records
333 S. Beaudry Avenue, 18th Floor
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(213) 241-6701 FAX: (213) 241-2417

ANTHONY AGUILAR
Chief of Special Education, Equity, and
Specialized Programs

DR. JOSE SOTO
Interim Executive Director, Special Education

All educationally related records requests for students with or suspected of having a disability may be mailed to the above listed address, faxed, and or emailed as indicated below

PARENTS / GUARDIANS

Parents/guardians can request pupil records by visiting the following link to obtain an electronic copy of the **Pupil Records Request** form. Once the form is completed, please follow the **directions** included below.

<https://www.lausd.org/spedParents>

- [Parent/Guardian Pupil Records Request Fillable Form \(ENGLISH\)](#)
- [Formulario de solicitud de registros de alumnos \(ESPAÑOL\)](#)

LOCAL EDUCATION AGENCIES (LEAs) & OTHER AUTHORIZED REPRESENTATIVE

LEAs may request pupil records by submitting a request using the school district's letterhead. Once the request is completed on district letterhead, please follow the **directions** included below. Authorized Representative must include request with signed consent of release on letterhead and submit accordingly.

E-MAIL DIRECTIONS

Submit **Pupil Records Requests** via email to SESC-OPERATIONS@LAUSD.NET. Once the request is submitted via email, our Special Education Operations - Custodian of Records will process the request accordingly.



To:	SESC-OPERATIONS@LAUSD.NET
Subject Line:	PUPIL RECORDS REQUESTS

*Thank you for your full understanding of the situation at hand.
LAUSD Division of Special Education Custodian of Records Department*