

REQUEST TO ADD A NON-LAUDS STUDENT RECORD TO WELLIGENT

WELLIGENT SUPPORT SECTION

LOS ANGELES UNIFIED SCHOOL DISTRICT

**To prevent duplicate/multiple student IDs, please use due diligence when verifying the student does not have an existing District ID number.
All required fields (*) must be completed in order to process.**

*From: _____	*Title: _____	*Emp #: _____
*School/Office: _____		*Location Code: _____
*Phone: _____	*Fax: _____	*Email: _____
Comments/Reason for request: _____		

SCHOOL OF ENROLLMENT									
* TYPE OF SCHOOL									
NAME OF SCHOOL						LOC CODE (if applicable)			
STUDENT INFORMATION									
* FIRST NAME (Legal Name)					M		* LAST NAME (Legal Name)		
* DATE OF BIRTH			STUDENT ID#						
ADDRESS								APT #	
CITY					ZIP			HOME PHONE	
* GENDER		* RACE			* ADDITIONAL RACE			HISPANIC ?	
* LANGUAGE					* GRADE				
PARENT/CONTACT INFORMATION									
Parent/Guardian's First Name					Last Name				
Relationship to student					Address same as Student?				
Address (if not same as student)								Apt #	
City								Zip	
Home Phone			Cell Phone			Work Phone			
Parent/Guardian's First Name					Last Name				
Relationship to student					Address same as Student?				
Address (if not same as student)								Apt #	
City								Zip	
Home Phone			Cell Phone			Work Phone			
If student has an outside IEP, provide the Initial IEP date (or best guess of when it occurred): _____									
COMPLETE THIS SECTION FOR PRIVATE SCHOOL, NOT ENROLLED AND HOME SCHOOL STUDENTS									
What type of IEP are you requesting?									
For Initial IEPs complete the required referral information fields (*) below:									
*Date of Request			*Date Request Rec'd			*Request Rec'd By			
*Name of Requestor					*Title of Requestor				
*Reason for Referral					*Prior Interventions				
REFERRAL DECISION									
Decision			Decision Date			If Denied, Reason			

Questions? Call the Welligent Support Section at (213) 241-5200, option 4, then option 3.

Attach this form to an online ticket for Welligent Support at <https://lausd-myit.onbmc.com>