



## Request for Removal of MiSiS Student Records (Discipline Referral, Suspension, or Opportunity Transfer)



**Not for removal of Counseling Referrals**

This form is to be completed solely for the reason of: (1) incorrect student in discipline referral, suspension, or opportunity transfer; (2) duplication of **discipline referral**, suspension, or opportunity transfer; (3) result of an appeal; or (4) result of pupil record challenge

**SCHOOL:** \_\_\_\_\_ **LOCATION CODE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REQUIRED:**  Yes, the parent/guardian of the student was notified of this request.\* Date: \_\_\_\_\_

Check one:     Remove Entire Discipline Referral     Remove Suspension only     Remove O.T. only

<b>Student Name</b> (Last Name, First Name)		<b>10 Digit/District ID#</b>	
<b>Referral ID #</b>			
<b>Reason for removal request: (check one)</b>	<input type="checkbox"/> Incorrect student <input type="checkbox"/> Duplication/Error of entry <input type="checkbox"/> Result of appeal (Include Suspension Appeal Committee decision letter) <input type="checkbox"/> Result of pupil record challenge (Per BUL. 2433-Include Attachment E)		

**REQUIRED:**  Yes, the parent/guardian of the student was notified of this request.\* Date: \_\_\_\_\_

Check one:     Remove Entire Discipline Referral     Remove Suspension only     Remove O.T. only

<b>Student Name</b> (Last Name, First Name)		<b>10 Digit/District ID#</b>	
<b>Referral ID #</b>			
<b>Reason for removal request: (check one)</b>	<input type="checkbox"/> Incorrect student <input type="checkbox"/> Duplication/Error of entry <input type="checkbox"/> Result of appeal (Include Suspension Appeal Committee decision letter) <input type="checkbox"/> Result of pupil record challenge (Per BUL. 2433-Include Attachment E)		

\_\_\_\_\_  
Contact's Printed Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Principal's Printed Name

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**\*Education Code Section 49069.7:** Parents of currently enrolled or former students have an absolute right to access any and all pupil records related to their children that are maintained by school districts. The editing or withholding of any of those records is prohibited.

For any questions regarding this form, call Student Discipline and Expulsion Support at (213) 202-7555.

**Fax completed form(s) to (213) 580-6552.**

No Cover Sheet is Required.

\* If additional lines are needed, copy this form and number the pages prior to faxing.

Page \_\_\_ of \_\_\_