

**LOS ANGELES UNIFIED SCHOOL DISTRICT
DIVISION OF SPECIAL EDUCATION**

Custodian of Records
District-Operated Schools and Charter Operated Schools
Division of Special Education
Special Education Services Center, Operations
333 S. Beaudry Ave., 18th Floor
(213) 241-2417(fax)

**REQUEST FOR EDUCATIONALLY RELATED RECORDS FOR
STUDENTS WITH OR SUSPECTED OF HAVING
DISABILITIES**

Dear Parent:

Please use this form to request educationally related records for your child who has a disability or is suspected of having a disability. Once it is completed and signed, please submit to the address or fax listed above.

In this box, please indicate the type of educationally related records you would like to have provided to you.

Time Period Requested From: To:
Date Date

Individualized Education Plan (IEP)
 Psychoeducational Evaluation
 Cumulative Records
 Other, Specify:

All information should be clearly printed or typed. Thank you.

Student Last Name				Student First Name		Middle Initial	
Does the student have a current IEP?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> M <input type="checkbox"/> F	Date of Birth		Grade		
Student Current School of Attendance				City		Zip	
Is this a Charter School?	<input type="checkbox"/> Yes <input type="checkbox"/> No	School Phone Number					
Name of Parent (Print)			Signature of Parent		Date		
Contact Phone			Contact Cell		Email		

Forward records to the attention of:

Name of Person							
Address				City		Zip	

For Office Use Only:

Date Request Received							
Name of Person Processing Records				Date Records Sent			

Ed Code 49065. - Any school district may make a reasonable charge in an amount not to exceed the actual cost of furnishing copies of any pupil record; provided, however, that no charge shall be made for furnishing (1) up to two transcripts of former pupils' records or (2) up to two verifications of various records of former pupils. No charge may be made to search for or to retrieve any pupil record.