



PROCEDURE FOR REQUEST OF STUDENT RECORDS
SPECIAL EDUCATION DIVISION

All requests for student records should be forwarded to the Special Education Business office, Annex 2, Attn: Request for Student Records, or faxed to 619-725-7367. Requests received by phone should also be directed to fax their request to 619-725-7367.

All requests (except parents – see below) must be in writing. Districts/agencies need to fax their request.

- Because we have timelines to follow by law, requests must be dealt with promptly.
- If the request was received after school hours, the date of the receipt of the request is the next business day. This is pursuant to ED Code 56504.
 - Parents, or their representatives, have the right to examine school records and to receive copies of records within five (5) BUSINESS days from the date of the receipt of the request for records.
- ONLY parents can make an oral request for records. All other requests (attorney, advocate, etc.) must be in writing.
- If a parent makes an oral request, identification and verification in Zangle and Encore is required.

NOTE: In 2005 special education sent a memo to Principals and Teachers indicating the changes to the procedure of exiting students which included the requirement of schools to retain special education records on-site.

- All requests for records will be recorded in the Record Room Requests database in Filemaker.
- Requests for records of students attending an SDUSD school after 2005 will be documented and forwarded to the last school of attendance for completion. IEP records dated after 2005 are contained within Encore and accessible to the school. A form letter is sent to the school indicating the request and what is needed. The school will be responsible to complete the request.
- Requests for records of students attending an SDUSD school prior to 2005 will be documented and forwarded to the records room clerk at Wiggin. These records will be requested from the archives, either on-site or through Cor-O-Van.
- Requests for records should no longer be faxed or sent via mail directly to the records room at Wiggin.