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LOS ANGELES UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE OFFICES

DIVISION OF SPECIAL EDUCATION - RECORDS
333 South Beaudry Avenue, 18h Floor
Los Angeles, California 90017
Telephone: (213) 241-6701
Fax: (213) 241-2417

Email Request: SESC-Operations@LAUSD.NET

MEGAN K. REILLY
Interim Superintendent

DR. MARIBEL LUNA
Senior Director, Division of Special Education

PARENTS/GUARDIANS

Parents/guardians can request pupil records by visiting the following links to obtain an electronic copy of the **Pupil Records Request** form. Once the form is completed, please follow the **directions** included below. The pupil records request form is also available on the Division of Special Education website.

<https://achieve.lausd.net/sped>

 [Parent/Guardian Request for Records \(English\)](#) [Fillable Form]

 [Parent/Guardian Request for Records \(Spanish\)](#) [Fillable Form]

LOCAL EDUCATION AGENCIES (LEAs) // NON-PARENT OR GUAURDIANS

LEAs (Non-Parent or Guardians) may request pupil records by submitting a request using the schools district's letterhead. Once the request is completed on the requestor's school district letterhead, follow the **directions** included below.

DIRECTIONS

Submit **Pupil Records Requests** via email to SESC-OPERATIONS@LAUSD.NET. Once the request is submitted via email, the LAUSD Special Education Operations - Custodian of Records will process the request in the order received and in accordance with *EC56504*.



To: SESC-OPERATIONS@LAUSD.NET

Subject Line: PUPIL RECORDS REQUESTS

Thank you for your full understanding.
All pupil records request will be processed in the order received and in accordance with EC56504.

LAUSD Division of Special Education Custodian of Records Department