

**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., 18<sup>th</sup> 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.