

# REQUEST TO ADD A NON-LAUSD STUDENT RECORD TO WELLIGENT

Los Angeles Unified School District  
Office of Data Accountability

## WELLIGENT SUPPORT SECTION

Support Help Desk: (213) 241-4174 ♦ FAX: (213) 241-8455

E-Mail: [welligentsupport@lausd.net](mailto:welligentsupport@lausd.net) ♦ Live Chat: <http://helpdesk.lausd.net>

**To prevent duplication/multiple student IDs, please use due diligence in verifying that the student has never had a District ID number.**

FAX FORM TO: (213) 241-8455		* ALL REQUIRED FIELDS MUST BE COMPLETED OR REQUEST CAN BE DELAYED	
*From :	* Title:	*Emp #:	
*School/Office:	* Phone #:	* Fax #:	
*E-mail Address:			
Comments/Reason for request:			

**Note: If this student is attending a private school, complete the additional referral information at the bottom of this form.**

STUDENT INFORMATION									
SCHOOL ASSIGNMENT									
* FIRST NAME (Verify Birth Cert.)		M		* LAST NAME (Verify Birth Cert.)					
* DATE OF BIRTH			STUDENT ID#						
ADDRESS							APT #		
CITY			ZIP	HOME PHONE					
* GENDER	* ETHNICITY		* PRIMARY LANGUAGE						
* GRADE						TRACK			
PARENT /CONTACT INFORMATION									
Parent/Guardian's First Name					Last Name				
Relationship to student					Address same as Student?				
Address (If not same as student)							Apt #		
City					Zip				
Home Phone		Cell Phone				Work Phone			
PARENT /CONTACT INFORMATION									
Parent/Guardian's First Name					Last Name				
Relationship to student					Address same as Student?				
Address (If not same as student)							Apt #		
City					Zip				
Home Phone		Cell Phone				Work Phone			
COMPLETE THIS SECTION FOR OUT-OF-DISTRICT 30 DAY IEPS									
Initial IEP date (best guess of when it occurred):									
COMPLETE THIS SECTION IF PRIVATE SCHOOL STUDENT									
Is the Initial IEP for a private school student?		If "Yes" complete the following Referral information below.							
Date of Request		Date Request Received					Request Rec'd By		
Name of Requestor		Title of Requestor							
Reason for Referral					Prior Interventions				
REFERRAL DECISION INFORMATION									
Decision		Decision Date				Decision Reason			