



PROCEDURE FOR REQUEST OF STUDENT RECORDS FOR DISTRICT OFFICE STAFF SPECIAL EDUCATION DIVISION

Requests for student records should be forwarded to the last school of attendance. School addresses and fax numbers can be found at <https://www.sandiegounified.org/our-schools>. Requests for records must be in writing. ONLY parents can make an oral request for records. All other requests (schools, attorneys, advocates, etc.) must be in writing.

Only locked IEPs are provided to ANY requester. Special Education retains IEPs online for only six years. IEP records prior to 2005 are no longer available online. The last school of attendance is responsible to maintain student records either on-site or in the district's contracted storage facility.

Parents – of currently enrolled students, former or adult students

- If a parent makes an oral request through the school, parents have the right to examine school records and to receive copies of records within five (5) BUSINESS days from the date requested.
- Required identification includes:
 - Photo ID
 - Verification of matched name and address in both the district's student information system and on the IEP
- Parents should request records at the last school of attendance. If a copy of the current IEP is the only thing requested, the request can be completed by the Special Education office.

Districts/agencies – Request must in writing, fax or email and must be on proper letterhead indicating the name of the agency, address, phone/fax numbers and contact name. No release of information is required from school districts, schools or school agencies.

- Requests will be filled within five (5) BUSINESS days from the date requested.
- For requests received after school hours the receipt date will be the next business day. This is pursuant to ED Code 56504.
- Request must indicate student name, date of birth, and exactly what records are requested.

Law Offices, Medical Agencies – Request must be in writing, fax or email and must be on proper letterhead indicating the name of the agency, address, phone/fax numbers and contact name. A release of information signed by the parent is required.

- Requests will be filled within five (5) BUSINESS days from the date requested.
- For requests received after school hours the receipt date will be the next business day. This is pursuant to ED Code 56504.
- Request must indicate student name, date of birth, and exactly what records are requested.

NOTE: In 2005 Special Education notified Principals and Teachers by memo of changes to the procedure for maintaining special education records for exiting students. The last school of attendance is required to retain special education records on-site or maintain in storage, using the district's contracted storage facility. The school will be responsible to complete the request and communicate with the requester.

The Special Education Division has limited access to student records, consisting of the current IEP's only. All other records are kept at the last school of attendance.