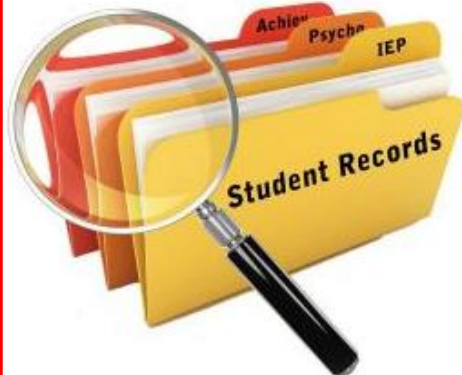


Requesting Education Records



Why Request Records?

- Monitor academic performance over time
- Understand student's needs
- Determine which strategies and interventions have and have not worked

Who Can Request Records?

The **Education Rights Holder** ("ERH"), who can be:

- Biological parent
- Adoptive parent with an adoption order
- Legal guardian with letters of guardianship from court
- Court-appointed ERH with JV-537 form

What Kinds of Records Can You Receive?

- Report cards & transcripts
- Test scores
- Attendance records
- Discipline records
- Special education records
- Health records
- Communication records

Step-by-Step Guide for Requesting Records

1. Complete the form on this flyer. Every school and district your student has attended must get a form.
2. Turn in the form along with proof you hold education rights to each school and district.
3. Get proof your request was received in one of the following three ways:
 - i. Submit in person. Have the school date stamp the form, and keep a copy of the stamped form for your records;
 - ii. Fax the form and keep a copy of the transmission report confirming it was received; or
 - iii. Mail by certified mail and keep the receipt.
4. Mark your calendar for 5 business days from the day you sent each request. By law, schools and districts have only 5 days to respond. Call the school/district if they miss this deadline.
5. Organize and review the records to make sure you got them all. Call the school if any are missing.



REQUEST FOR STUDENT EDUCATION RECORDS

ERH Name:	
Address:	
City, State, Zip:	
Phone/Email:	

Student's Name:	
Student's D.O.B.:	
Grade Level:	
School:	
District:	

Date: ____ / ____ / _____

Dear Records Clerk,

I am the education rights holder for the above-mentioned child. I hereby request all general education and special education records. The requested records include, but are not limited to:

- All special education records, including all Individualized Education Programs, assessment referrals, evaluations, assessments, testing protocols, and service records;
- All general education records, including cumulative records, attendance records, progress reports, report cards, transcripts, and test scores;
- All discipline records, including referral slips, suspension records and notices, recommendations for expulsion, and hearing transcripts;
- All correspondence, including communication logs, phone calls, emails, and inter-office memos;
- All health records, including health reports, medication records, and evaluations; and
- Any and all other documents related to my student's education.

Please waive all fees associated with the duplication of these records, as such fees would act to deny me access to these records. Please provide a physical copy of all records to the address included above. I understand that by law, these records should be provided to me within 5 business days. Cal. Educ. Code §§ 49069, 56504; 17 CCR § 52164(b).

Thank you for your attention and cooperation regarding this matter. If you have any questions, do not hesitate to contact me at the number listed above.

ERH Signature: _____

ERH Name: _____