

# 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 included with this flyer. Every district your student has attended must receive one.
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 receipt; 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.

**NLSLA**



Neighborhood Legal Services  
of Los Angeles County

**For free legal help, please contact NLSLA:**  
NLSLAEducationTeam@nlsla.org | (888) 907-0444 |  
nlsla.org/services/education-rights

**All Services are Free of Charge**

## REQUEST FOR STUDENT EDUCATION RECORDS

Date: \_\_\_\_\_

District: Attn: Custodian of Records	
Address:	
Fax Number:	

Student's Name:	
Student's D.O.B.:	
Current School:	
ERH's Address:	
ERH's Email:	
ERH's Telephone Number:	

**Re: Records Request**

To Whom It May Concern:

On behalf of student \_\_\_\_\_, a student who currently attends the school named above, I am writing to request a copy of all of the above student's education records retained by the District, including but not limited to the CUMULATIVE FILE (or a record of where the file was forwarded upon checkout) and ALL:

- Individualized Education Programs ("IEPs");
- Grades/Progress Reports/Transcripts;
- Disciplinary records, including, but not limited to, suspension and expulsion notices and referrals to a counselor or other school official;
- Attendance records;
- Class schedules;
- Reports;
- Standardized test scores;
- Assessments/evaluations and protocols; and
- Notes by teachers and other staff members.

I am the above student's Education Rights Holder. As you are aware, the law requires that you provide these records no later than five days following the date of the request. See Cal. Educ. Code Section 49069.7; see also FERPA, 20 U.S.C. Section 1232(g) and 34 C.F.R. Section 99.10 (discussing right to access records generally). Due to financial hardship, I am requesting that the fees for this request be waived.

You may email or mail the records requested, to my attention. Thank you in advance for your prompt attention to this request.

Sincerely,