



STUDENT SPECIAL EDUCATION RECORDS REQUEST FORM

Parents, legal guardians or students who are 18 years of age or older have a right to access and review their pupil records. Pupil records are available for review during regular school hours. Requests for access should be directed to the Principal, and must be granted within five (5) business days from the date of the request. In the case of separated or divorced parents, both parents shall have equal access to school records unless there is a current court order specifically preventing of limiting records access. Education Codes 49069, 49061.

Date of Request _____

Student's name on record (while enrolled at PAUSD) _____

Date of Birth _____ **PAUSD School (Attended)** _____

Records Requesting (check all that apply):

- Special Education inactive only Special Education Records

This request authorizes PAUSD to (please indicate all those that apply):

Hold records for pickup by requestor; PAUSD will call or email when ready

Mail records to:

Name _____

Address _____

Email records to: (NOTE: only the last IEP will be emailed, not the student's full special education record)

Name _____

Email Address _____

Requestor's name _____

Requestor's email _____ **Requestor's phone number** _____

Requestor's relationship to the student Parent/Guardian other _____

I certify, under penalty of perjury (PENAL CODE 126) under the laws of the State of California that the foregoing is true and correct.

Requestor's signature _____ **Date** _____

Please note copies of student special education records can take up to 5 business days to process. The Special Education Department will notify you when records are ready.

Email completed form to Bilyana Boyadjieva (bboyadjieva@pausd.org) Special Education SPED records requests or mail to PAUSD Special Education Department, 25 Churchill Ave., Palo Alto, CA 94306.