



Request for Special Educational Records

5-202.A

The requester must provide a valid photo ID and have a legal right to request and receive these special educational records. Requests may take up to 10 calendar days to process. If submitting a paper copy, please submit it to the office of the Executive Director overseeing Student Services/Special Education.

Requester Information - Please provide a valid photo ID

Relationship to the student

☐ Agency	☐ Self (18+ years old)	☐ Legal guardian	☐ Parent of a minor or dependent child
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Legal Last Name:	Legal First Name:
Address & Phone Number:	Email Address:
Signature:	Date:

Student Information

Legal Last Name:	Legal First Name:	Legal Middle Name:
Date of Birth:	Legal Name While Enrolled (if different than above):	

Purpose for Request

☐ Verification that the student has a disability
☐ Information needed to assist in planning an educational program for the student
☐ Evaluation information required for immediate special education placement

Type of Information Requested

☐ All current special education records (including the annual IEP, three-year eligibility determination, MET documentation, psychological reports, and any medical documentation related to the disability)	
☐ Individualized Education Plan (IEP)	☐ Three-year eligibility determination
☐ Section 504 documents	

For Office Use Only	Student Perm ID	Date Received	Due Date	Date Completed	Date Records Picked Up
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