



PUPIL APPRAISAL SERVICES

800 Claiborne Street ~ West Monroe, Louisiana 71291
Phone: (318) 432-5400 Fax: (318) 432-5595

SPECIAL EDUCATION RECORDS REQUEST FORM

After completing all areas indicated below, e-mail this form to:

Christina Hemphill
Pupil Appraisal Services
chemphill@opsb.net

Date of request: _____
School making request: _____
Name of person requesting records: _____

Student's Name: _____ DOB: _____

SSN: _____

(Note: A social security number is required on all requests. Enter 000-00-000 **only** if a social security number was never issued.)

SID#: _____

Previous School District or School: _____

Previous School District/School City and State: _____

Previous School District/School Phone Number: _____

Any additional comments:

Note:

- **ALL** special education records should come through the pupil appraisal office.
- **ALL** special education records request should include a scanned copy of the student's social security card.
- If records are received by the school, they **MUST** be forwarded to April GoForth before any services can be provided to the student.