PALO ALTO
UNIFIED SCHOOL DISTRICT

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 or limiting records access. Education Codes 49069, 49061.

Request Date: _____

Student's Legal Name on record (while enrolled at PAUSD)

Student's Last Name: _____ First Name: _____ Middle: _____

Birth Date: _____ PAUSD School (Attended) _____

SPED Records Requested (check one):

☐ **Complete Special Education Record:** Includes all historical IEPs, evaluations, and reports since initial enrollment.

☐ **Most Recent Special Education Records Only:** Includes only the most recent signed IEP and the most recent Evaluation/Triennial Report.

☐ **Special Education Records from Specific Date Range:**
Please provide records from _____ to _____ only.

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

☐ **Hold paper copy of records for pickup by requestor;** government issued photo ID will be needed for pick up.

☐ **Mail paper copy of records to:**
Name: _____
Address: _____

☐ **Email records to:**
Name: _____
Email Address: _____

Requestor Information

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) or mail to PAUSD Special Education Department, 25 Churchill Ave., Palo Alto, CA 94306.