



**Palo Alto Unified School District**  
**DIVISION OF SPECIAL EDUCATION SERVICES**

STEPHANIE SHERIDAN & ALMA ELLIS, DIRECTORS OF SPECIAL EDUCATION

**STUDENT RECORDS REQUEST FORM**

This form is used to request records for current and inactive students in special education.

DATE OF REQUEST \_\_\_\_\_

STUDENT'S NAME \_\_\_\_\_

**LAST**

**MI**

**FIRST NAME**

STUDENT'S DOB \_\_\_\_\_ PAUSD School of Attendance (current or former) \_\_\_\_\_

REQUESTOR'S NAME \_\_\_\_\_ PHONE # \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

What is your relationship to the student  Parent  Guardian  Other: \_\_\_\_\_

Indicate which records you are requesting (check all that apply):

(special-education inactive only)  Special Ed Records

WOULD YOU LIKE TO PICK-UP A COPY OF RECORDS: YES \_\_\_\_\_ NO \_\_\_\_\_

WOULD YOU LIKE A COPY OF RECORDS EMAILED: YES \_\_\_\_\_ NO \_\_\_\_\_

(NOTE: only last IEP will be emailed, not student's full special ed record)

EMAIL ADDRESS: \_\_\_\_\_

WOULD YOU LIKE A COPY OF RECORDS MAILED: YES \_\_\_\_\_ NO \_\_\_\_\_

IF MAILING RECORDS, PROVIDE MAILING ADDRESS BELOW:

\_\_\_\_\_

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

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

**PLEASE NOTE COPIES OF STUDENT SPECIAL ED RECORDS CAN TAKE UP TO 5-DAYS TO PROCESS.**

THE SPECIAL ED OFFICE WILL NOTIFY YOU WHEN RECORDS ARE READY.

Send records request to: PAUSD Special Education Offices, 25 Churchill Ave. Portable C, Palo Alto, CA 94306  
Phone: 650-833-4257 - Email: [soh@pausd.org](mailto:soh@pausd.org)

*Parents, legal guardians or students who are 18 years of age or older have a right to 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) 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 restraining order specifically preventing records access. (A restraining order preventing access to the pupil does not prevent access to records.) Education Codes 49069, 49061.*

INFINITE CAMPUS CHECKED \_\_\_\_\_ COMPLETED DATE \_\_\_\_\_ INITIALS \_\_\_\_\_