**Records Request Form**

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

TO: School/District:

Address:

RE**:** Name of Student**:** Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Records Clerk,

I request a copy of any and all general and special education records for the above mentioned foster and/or probation student. I am requesting all records, including, but not limited to the following:

* All Health Records
* All Cumulative Records (including attendance, progress reports, report cards and transcripts)
* All Discipline Records
* All State and Districtwide Testing, including STAR and SBAC testing, Stanford 9 Scores and CAT – 6 Scores
* All Correspondence (e.g., inter-office notes, memos, letters, etc.)
* All Special Education Assessments (e.g. psychological, educational, speech, OT, PT, etc.)
* All Individualized Education Programs

Please provide a physical copy of all records to the address below within two business days of this request. Cal. Educ. Code § 48853.5. Thank you for your attention to this matter. If you have any questions do not hesitate to contact me at your earliest convenience.

Signature:

Name:

Title:

School Name:

School Address:

School Phone Number: