

MEMBERS OF THE BOARD

SCOTT M. SCHMERELSON
DR. ROCÍO RIVAS
NICK MELVOIN
KELLY GONEZ
TANYA ORTIZ FRANKLIN
SHERLETT HENDY NEWBILL
KARLA GRIEGO

ALBERTO M. CARVALHO

Superintendent of Schools

**LOS ANGELES UNIFIED SCHOOL DISTRICT**

Division of Special Education
333 S. Beaudry Avenue, 17th Floor
Los Angeles, California 90017
(213) 241-7001 FAX: (213) 241-6842

ANTHONY AGUILAR

*Chief of Special Education and
Specialized Programs*

DR. JOSE SOTO, Ed.D.

*Executive Director, Division of Special
Education*

**Custodian of Records
Division of Special Education
Special Education Service Center, Operations**

Pupil Records Request – Official requests for educationally related records of students with disabilities or students suspected of having a disability must be completed as follows:

Parents/Guardians

Directions – Parents and/or guardians must complete a Pupil Records Request Form available for download by clicking this [link](#). The completed form may be sent by mail, fax, or email.

Mail to: Division of Special Education – Custodian of Records

333 S. Beaudry Avenue, 18th floor, Los Angeles, CA 90017

Email to: SESC-Operations@lausd.net Subject Line: Pupil Records Request, COR

Fax to: (213) 241-2417, Attn: Division of Special Education – Custodian of Records

Local Educational Agency and/or Authorized Representative

Directions – Local Educational Agency (LEA) may submit a pupil records request in the LEA's Letterhead, the request should include the necessary pupil information. An authorized representative must include in the request a signed consent release on letterhead. Completed pupil records requests should be sent via email to:

SESC-Operations@lausd.net Subject Line: Pupil Records Request, COR