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LOS ANGELES UNIFIED SCHOOL DISTRICT
Division of Special Education - RECORDS

333 South Beaudry Avenue, 18th Floor
Los Angeles, California 90017
Telephone: (213) 241-6701 | Fax: (213) 241-2417 Email
Request: SESC-Operations@LAUSD.NET

AUSTIN BEUTNER
Superintendent

In direct connection to COVID-19 school facility and District closure for LAUSD, your response to received pupil records request is being completed remotely as best feasibly possible.

PARENTS

Parents can request pupil records by visiting the following link to obtain an electronic copy of the **Pupil Records Request** form. Once the form is completed, please follow the **directions** included below.

<https://achieve.lausd.net/spedParents>

- [Parent/Guardian Pupil Records Request Fillable Form \(ENGLISH\)](#)
- [Formulario de solicitud de registros de alumnos \(ESPAÑOL\)](#)

LOCAL EDUCATION AGENCIES (LEAs)

LEAs may request pupil records by submitting a request using the school district's letterhead. Once the request is completed on district letterhead, please follow the **directions** included below.

DIRECTIONS

Submit **Pupil Records Requests** via email to SESC-OPERATIONS@LAUSD.NET. Once the request is submitted via email, our Special Education Operations - Custodian of Records will process the request accordingly.



To:	SESC-OPERATIONS@LAUSD.NET
Subject Line:	PUPIL RECORDS REQUESTS

*Thank you for your full understanding of the situation at hand.
LAUSD Division of Special Education Custodian of Records Department*