Request for Removal of MiSiS Student Records
(Discipline Referral, Suspension, or Opportunity Transfer)

Not for removal of Counseling Referrals

This form is to be completed solely for the reason of: (1) incorrect student in discipline referral, suspension, or opportunity transfer; (2) duplication of **discipline referral**, suspension, or opportunity transfer; (3) result of an appeal; or (4) result of pupil record challenge

SCHOOL:_____ **LOCATION CODE:**_____ **DATE:** _____

The parent or guardian of the student has been notified of this request.* ☐ Yes ☐ No Date: _____
Check one: ☐ Remove Entire Discipline Referral ☐ Remove Suspension only ☐ Remove O.T. only

Student Name (Last Name, First Name)		**10 Digit/District ID#**	
Referral ID #			
Reason for removal request: (check one)	☐ Incorrect student ☐ Duplication/Error of entry ☐ Result of appeal ☐ Result of pupil record challenge (Per BUL-2433)		

The parent or guardian of the student has been notified of this request.* ☐ Yes ☐ No Date: _____
Check one: ☐ Remove Entire Discipline Referral ☐ Remove Suspension only ☐ Remove O.T. only

Student Name (Last Name, First Name)		**10 Digit/District ID#**	
Referral ID #			
Reason for removal request: (check one)	☐ Incorrect student ☐ Duplication/Error of entry ☐ Result of appeal ☐ Result of pupil record challenge (Per BUL-2433)		

Contact's Printed Name | Email Address | Phone Number

Principal's Printed Name | Principal's Signature | Date

***Education Code Section 49069.7:** Parents of currently enrolled or former students have an absolute right to access any and all pupil records related to their children that are maintained by school districts. The editing or withholding of any of those records is prohibited.

For any questions regarding this form, call Student Discipline and Expulsion Support at (213) 202-7555.

Fax completed form(s) to (213) 580-6552.

No Cover Sheet is Required.

** If additional lines are needed, copy this form and number the pages prior to faxing.*

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(Rev. 05/10/22)