



MORGAN HILL UNIFIED SCHOOL DISTRICT
SPECIAL EDUCATION DEPARTMENT
15600 Concord Circle
Morgan Hill, CA 95037
(408) 201-6042 Fax (408) 776-0029

TO: All Principals, School Secretaries, Special Education Certificated Staff, Special Education Staff
FROM: Christopher Rizzuto, Director
SUBJECT: Tracking Requests for Pupil Records
DATE: March 17, 2010

In order to better manage requests for pupil records you are directed to implement procedures related to EC Section 56504. This Ed Code requires that, *"The parent shall have the right and opportunity to examine all school records of his or her child and to receive copies pursuant to this section...within five business days..."* (Complete language attached). Please refer to Board Policy and Administrative Regulation 5341 as well. (MHUSD Website)

To be consistent with special education records please follow these guidelines:

Each school site and the District Office, shall maintain a database that identifies the student, the nature of the record request, the date requested, what records were copied or sent, and on what date the records were sent or viewed.

When a request originates at a school site and the student does not receive Special Ed services:

- The Principal should contact parent and make copies available within 5 days.
- If the parent requests a review first, an appointment should be made within 5 days. The Principal will sit with the parent to review the file.
- Principal will gather and review cum folder and health insert prior to release of documents.
- Principal is responsible for making sure copies or viewing is documented in database.

When a request originates at a school site and the student has an IEP or is in the process of being assessed:

- The Principal should contact parent and make copies available within 5 days.
- If the parent requests a review first at the school site, an appointment should be made within 5 days. The Principal will sit with the parent to review the file.
- The Principal/Designee is responsible to inform the parent of a special needs student that a confidential file is held at the district office. This file often contains historical material the parent is looking for. The Principal/Designee should determine if the request includes these records.
- The Principal should contact the Special Education Department at the District Office immediately.
- The Special Education Department at the District Office will arrange a separate or joint review of records within the same 5 days.
- Principal will gather and review cum folder, Special Education file from teacher (on school site), health insert and any outside service provider information, prior to release of documents.
- Principal is responsible for making sure copies and/or viewing is documented in database.

If there are any questions please contact special education office 201-6040.

Attachments: EC Section 56304
Data Collection System Form



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Education Code: 56504

The parent shall have the right and opportunity to examine all school records of his or her child and to receive copies pursuant to this section and to Section 49065 within five business days after the request is made by the parent, either orally or in writing. The public agency shall comply with a request for school records without unnecessary delay before any meeting regarding an individualized education program or any hearing pursuant to Section 300.121, 300.301, 300.304, or 300.507 of Title 34 of the Code of Federal Regulations or resolution session pursuant to Section 300.510 of Title 34 or the Code Of Federal Regulations and in no case more than five business days after the request is made orally or in writing. The parent shall have the right to a response from the public agency to reasonable requests for explanations and interpretations of the records. If a school record includes information on more than one pupil, the parents of those pupils have the right to inspect and review only the information relating to their child or to be informed of that specific information. A public agency shall provide a parent, on request of the parent, a list of the types and locations of school records collected, maintained, or used by the agency. A public agency may charge no more than the actual cost of reproducing the records, but if this cost effectively prevents the parent from exercising the right to receive the copy or copies, the copy or copies shall be reproduced at no cost.

