



## Requests for Student Records SPECIAL EDUCATION DIVISION

**Requests for special education documents, IEPs, etc must be in writing and include the student's name, date of birth and state exactly what is requested. Requests can be faxed to the last school of attendance, if known, or the Special Education Business office, 619-725-7367.**

Special Education records are kept at the last school of attendance or maintained in storage by the last school of attendance. Currently, the district has contracted with Cor-O-Data to allow each school site to store special education records. The site is responsible to store records for their students who have left the district.

IEP's dating from 2005 are maintained in Exceed, the on-line IEP system. IEP records prior to 2005 are no longer available.

Requests for student records received at school sites can be handled by the site by accessing IEP documents in Exceed or providing copies of documents retrieved from the student's file.

Requests received at the Special Education Business office, will be forwarded to the last school of attendance and the requestor notified as to where they can follow up.

**Please note:** The Records Room at Wiggin Center has been closed. Please do not send any records, cumulative files, special education containers, or other special education documents to the Wiggin Center or the Special Ed Business office.