

## **Records Request Procedure**

**All records request must be written in order to document the 5 day timeline.**

- Date Stamp records request received, log in on Records Request Spreadsheet
- Parental consent must be included for all Advocate/Attorney Records Request
- Send copy of Records Request Form along with Requestor's Written Records Request to:

### **Becca Lane/DO/SPED**

- If records request is sent via fax or handwritten, please email (email addresses in SEIS or Aeries) requestor to confirm this is the correct email address. Once confirmed, then respond to requestor you are in receipt of records request. Notify requestor there is a .20 per page charge for all records. If requestor states a waiver due to hardship, confirm with your admin that you may waive the fee and notify requestor fee has been waived.
- Break Files down: Cum/Health, SPED Section 1, 2, 3, 4
- Psych reviews contents for: staff to staff emails, another student docs, etc.
- Files scanned to PDFs
- Copy Invoice completed
- Emailed Requestor records along with copy invoice. Ask for confirmation of receipt of all pdfs.