

## Records Request Procedure

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

*Upon receipt of a records request the following procedure must be followed to ensure compliance with CFR 56504, which indicates that Parent's must be provided with access to their student's maintained records within 5 days of their request.*

- Date Stamp records request received, log in on records request spreadsheet or Aeries
- 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 Huerta – [beccahuerta@iusd.org](mailto:beccahuerta@iusd.org)**

- 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 cent per page charge for hard copies of 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 Sections 1, 2, 3, 4 and Attendance, Discipline and Grades from Aeries**
- Psych reviews contents for: staff to staff emails, another student docs, etc.
- Files scanned to PDFs
- Copy Invoice completed if hard copy of records is requested
- Email Requestor records applying *Delivery and Read Receipt* or notify requestor hard copies are available for pick-up