



**Los Angeles County
Office of Education**

Serving Students ■ Supporting Communities
Leading Educators

April 1, 2015

TO: Educational Programs

FROM: LAC Court School SELPA

SUBJECT: Compliance Information Bulletin Number 24
Responding to a Request for Records

It is **mandatory** all sites follow California Education Code Section 56504 and adhere to the timeline of **five (5) business days** for fulfillment of all record requests. Please see attached SELPA TAG #3.

California 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 of 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.

(Amended by Stats. 2008, Ch. 179, Sec. 68. Effective January 1, 2009.)

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 64100]

(Title 2 enacted by Stats. 1976, Ch. 1010.)

DIVISION 4. INSTRUCTION AND SERVICES [46000 - 64100]

(Division 4 enacted by Stats. 1976, Ch. 1010.)

PART 30. SPECIAL EDUCATION PROGRAMS [56000 - 56865]

(Part 30 repealed and added by Stats. 1980, Ch. 797, Sec. 9.)

CHAPTER 5. Procedural Safeguards [56500 - 56509]
(Chapter 5 added by Stats. 1980, Ch. 797, Sec. 9.)

Approved:
Jim Anderson
SELPA Director
LAC Court School SELPA
LAC Charter SELPA

JA:lf