



509 Burcham Drive, East Lansing, MI 48823 \* [www.elps.us](http://www.elps.us) \* p: 517- 333-7426 \* f: 517-333-7470

## EAST LANSING PUBLIC SCHOOLS EDUCATION RECORD REQUEST

As outlined in Board Policy 5309, parents/guardians may inspect and review their minor child's education records, regardless of custody status, unless a court order specifically provides otherwise, as well as the education records of an "eligible student" if the student is considered a dependent under Internal Revenue Code Section 152. An "eligible student" means a student who is at least 18 years old, an emancipated minor, or a student enrolled in a postsecondary institution. Eligible students have the right to inspect and review their own education records.

The District will make arrangements for a parent/guardian or eligible student to inspect and review the student's education records within a reasonable time from receiving a request and not more than 30 calendar days from the date of the request or, if the student whose records are requested is a child with a disability as defined by the Individuals with Disabilities Education Act, before any Individualized Education Program Team meeting, resolution meeting, or due process hearing.

To inspect and review the student's education records, please complete this information:

Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Person Requesting Records: \_\_\_\_\_

Relationship to the Student: \_\_\_\_\_

Records Requested:

- Complete CA-60 File
- Special Education Records (IEP, MET report, Section 504, etc.)
- PowerSchool Log Entries - subject to redaction

\_\_\_\_\_  
Requestor's Signature

\_\_\_\_\_  
Date