

Request Special Education Records

All requests must be made in writing and mailed/faxed and include the following:

Name of student

Date of birth of the student

Signature of the holder of educational signing rights for the minor and today's date on the request

Authorization to obtain and/or release records, must be signed by the holder of educational signing rights if the student is less than 18 years old; otherwise, 18-year-old students must sign and date their own authorization to obtain release records or information.

Parents/guardians or eligible (adult) students may request a copy of their records in writing or in person at the following address:

Department of Exceptional Children Services
Attention: Special Education Records Request
Annette Nelson, Secretary
75 Calhoun Street
Charleston, SC 29401
Telephone (843) 937-6340 or 937-6500
FAX (843) 937-6501

*Special Education Records are kept in a central and secure location. Copying of special education records may require a fee.