

Request Special Education Records

All Request must be made in writing and include the following:

Date of Request:

Name of Student:

Date of Birth of the Student:

Signature of (Authorization to obtain and/or release records, must be signed by the holder of education 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 of information.) the holder of educational signing rights for the minor.

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

Department of Exceptional Children

Attention: Special Education Records Request

75 Calhoun Street

Charleston, SC 29401

Telephone: 843-937-6500

Fax 843-937-6503

Email: sped_records@charleston.k12.sc.us