

Request Special Education Records

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

Date of Request:

Name of Student:

Student Date of Birth:

Signature of Parent or Adult Student:

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.

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