

Pinellas County Schools – Records Management/Central Files
EXCEPTIONAL STUDENT EDUCATION (ESE)
REQUEST FOR SCHOOL RECORDS AND RELEASE AUTHORIZATION

NOTE: Student ESE records are only retained 5 years after the student leaves our school system. The ESE records are destroyed after the 5-year retention time.

IDENTIFYING INFORMATION (please print)

Legal name while attending school _____

Name currently used, if different _____

Birthdate ____/____/____ Phone number _____

Email address _____

Last public school attended in Pinellas County _____ Year _____

ESE RECORDS REQUESTED (please indicate quantity needed in space provided)

COST

_____ **SOCIAL HISTORY** (most recent) \$ 1.00 each

_____ **INTELLECTUAL / PSYCHOLOGICAL EVALUATION** (most recent) \$ 1.00 each

_____ **INDIVIDUAL EDUCATION PLAN (IEP) or EDUCATIONAL PLAN (EP)** (most recent) \$ 1.00 each

Postage (if we are mailing it out) \$.55 for stamp

Payment may be made in person using cash or money order (made payable to Pinellas County Schools). We will contact you to confirm that we have the records you have requested and payment amount due.

Records can be picked up in our office or we can send the requested records as indicated below.

Address _____

Email _____

Fax # _____

REQUIRED SIGNATURE _____

DATE _____

Electronic Signatures are not acceptable, per Pinellas County School Board policy. This release is valid for 90 days from the date written above. PUBLIC LAW 93-380, August 21, 1974, prohibits us from furnishing a copy of a student record, or any information from a student record, without the written permission of the student. If the student is UNDER the age of 18, a parent or guardian of the student must sign the request. This form is considered an official release of the requested information or record listed above.

SIGN COMPLETED FORM then mail, fax or email to:

Mail: Records Management - Central Files

Bernice Johnson Center

2929 CR 193, Clearwater, FL 33759-1807

Fax #: 727-793-2708

Email: manningh@pscb.org

Questions? Please call us at 727-793-2701, x2501