

**500 Forest Circle**

**Walterboro, SC 29488**

**Telephone: 843-782-0022, Facsimile: 843-782-0026**

**www.colletonsd.org**

OFFICE OF EXCEPTIONAL LEARNING

Request Special Education Records

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

**Date of Request:**

**Name of Student:**

**Date of Birth of the Student:**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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.

**Form of Identification**: An official state or federal form of identification is required with picture of person making the request.

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:

Office of Exceptional Learning

Attention: Special Education Records Request

500 Forest Circle

Walterboro, SC 29488

Telephone: 843-782-0022

Fax: 843-782-0026

Email: exceptionallearning@colleton.k12.sc.us and jgadsden@colleton.k12.sc.us