



**STATE OF NORTH CAROLINA
DEPARTMENT OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION
1801 MAIL SERVICE CENTER
RALEIGH, NORTH CAROLINA 27699-1801
TELEPHONE: (919) 733-3388**

Michael F. Easley
Governor

George L. Sweat
Secretary

Regarding	Student:
	Date of Birth:
	School Attended:

To: _____

Date: _____

This is a request for records on the above named student. We are a Local Education Agency (“LEA”), under the Department of Public Instruction, which provides educational programming to youth ages 10 – 21. General Statute 115C-110 provides that all provisions of special education law and all duties, responsibilities, rights and privileges related to special education services are imposed on or granted to our agency. It is, therefore, critical to receive education information on this student as soon as possible. You may release the educational records described below to the court counselor for the above named student, with proper identification that he/she is an employee of the NC Department of Juvenile Justice and Delinquency Prevention.

We are in need of the cumulative record, including EOG and EOC scores, and the most recent grade report. In addition, the following information is needed if the student was identified as an exceptional student:

- RE 1-2 Focus of Concern/Screening
- DEC 1 – Exceptional Children Referral
- DEC 2 – Prior Notice and Parent/Guardian Consent for Evaluation
- DEC 3 – Summary of Evaluation Results
- DEC 4 – Multidisciplinary reports (new forms DEC 3(a), 3(b), 3 (c) and Multi disciplinary reports
- DEC/Due Process – Invitation to conference
- DEC 5 – Individualized Education Program (“IEP”) (new form DEC 4 – parts 1 & 2)
- DEC 6 – Recommendation/Approval for Placement (new form DEC 5 – parts 1 & 2)
- DEC 7 – Prior Notice and Consent for Initial Placement (new for DEC 6)
- DEC 8 – Prior Notice for Re-evaluation
- Psychological and any related educational evaluation(s)

If this information is not hand-delivered to the court counselor, the information should be mailed to:

Thank you for your immediate response to this request. If you have any questions please call _____ at _____ or Ms. Blankenship at (919) 733-3388, ext. 8197.

Sincerely,

Jane D. Young, Ph.D., Superintendent

YC 062