

Records Retention

Special Education Records Notice

If your child receives special education services, or has been assessed for the purposes of determining whether or not your child requires special education services, the District will collect, maintain or use information regarding your child to provide or determine educational services for your child.

Copies of your child's special education records kept in a written format, including IEP/IIP/ISPs, evaluations, progress reports and other documents related to the provision of special education and related services to your child will be retained by the district only until your child turns age twenty-five (25). Any special education records kept in an electronic format will be retained by the district until your child turns age thirty (30). These written and electronic records are no longer needed by the district after those points. These documents may be destroyed by the district after your child turns age 25 (for written records) or age 30 (for electronic records) without further notice to you or your child.

The District will maintain a permanent record of your student's name, address, phone number, grades earned, attendance, classes attended, grade level completed and year completed.

Legal References:

34 CFR 300.624

20 U.S.C. 1412(a)(8)

20 U.S.C. 1417(c)