

Memorandum

To: Parents of Special Education Students
Special Education Students

From: Department of Exceptional Children Services

Re: Special Education Records Procedure, Information To Parents

A parent or eligible student has the right to inspect, review and/or request copies of the student's education records.

Special Education Records are maintained at the student's school while the student is enrolled. If a student transfers out-of-district or to a private or home school the original Special Education Record is maintained at their last CMCSS school for two (2) years elementary or one (1) year Middle/High. Copies of the special education records will be sent to the student's new school upon request.

After the one or two year period, the current or most recent eligibility packet, last two IEPs and Summary of Performance, if applicable, is retained in the Special Education Historical File. This file is sent to the Department of Exceptional Children Services at the Central Office. Other information in the special education record is destroyed at this time.

The Special Education Historical File is maintained in the Special Education Record Room through the student's twenty fifth (25) birthday. The file will then be placed in the student's Cumulative Folder in Central Records in July of that year.