

Sec. 1. EDUCATION RECORDS IN GENERAL

Student records shall be maintained for each student from the time the student is in attendance at IDEA Public Schools until withdrawal or graduation from IDEA Public Schools. These records shall move with the respective student from campus to campus. Records for students not in attendance and/or withdrawn students and graduates shall be retained for the period of time required by law. No permanent records may be destroyed without explicit written permission from the Superintendent.

For additional information on IDEA Public Schools general education record policy, please see Module 3 (Students).

Sec. 2. ACCESS TO RECORDS UNDER THE IDEA

The IDEA grants parents the right to inspect and review all educational records with respect to the identification, evaluation, educational placement, and the provision of FAPE to the child. 34 CFR § 300.501(a). IDEA Public Schools must permit parents to inspect and review any education records relating to their children that are collected, maintained, or used by the district under the IDEA. IDEA Public Schools must comply with the request without unnecessary delay and before any meeting regarding an IEP, any due process hearing, or resolution session, and in no case more than 45 days after the request has been made.

34 CFR § 300.613(a).

Sec. 3. DATE ADOPTED AND EFFECTIVE

As set forth in the pertinent minutes to the meeting of the Board, the Board adopted this policy on December 20, 2024, and it became effective on December 20, 2024.

Sec. 4. RETENTION

This policy shall be retained until superseded, expired, or discontinued and for five (5) years thereafter in accordance with state law.

Sec. 5. CERTIFICATION

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Board Policy relating to Special Education Records Policy, as adopted on December 20, 2024, is in full force and effect and has not been revoked or amended.

Signed by:

Eduardo Rivera

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Board Secretary

12/20/2024

Date Certified