

The district will perpetually maintain a permanent record for each student, including the student's name, address, phone number, grade(s), class(es) attended, immunization records, test scores, attendance record, and grade level(s) and year(s) completed. The permanent record may be in any format and medium determined feasible by the board. The district will make a reasonable effort to safeguard the permanent records.

The records will be maintained under the legal name of the student and, in addition to school information, will include such information as birth date, residency, parent's name, etc., as may be deemed necessary and advisable.

The requirements pertaining to student records are found in Policy 681 of this policy manual.

### **SPECIAL EDUCATION RECORDS**

The district will retain special education records, such as eligibility documentation and IEPs, for a period of at least five (5) years after the student disenrolls from the district. The purpose of retaining such records is to provide documentation for fiscal accountability and program compliance with the General Education Provisions Act and IDEA 2004 requirements. After five (5) years have passed, and before destroying the records, the parent or adult student may request that the records not be destroyed and be sent to the parent or adult student.

### **NOTICE OF INTENT TO DESTROY SPECIAL EDUCATION RECORDS**

The district will provide notice to parents and/or adult students that the district intends to destroy, no earlier than forty-five (45) days from the date of the notice, special education records that have been retained longer than five (5) years after the student disenrolled from the district. Such notice shall be sent by U.S. First Class Mail, postage prepaid, to the last known address, if any, of the parent or adult student. Alternatively, the district may publish notice of the intent to destroy special education records for all students disenrolling in a specific year on one (1) occasion in a newspaper of general circulation within the district.

The notice shall specify the procedure for objecting to the destruction of the educational records and requesting that the records be sent to the parent or adult student. The notice shall also inform parents and/or adult students that such educational records may be needed for application for Social Security or other benefits.

Records will be provided to parents of adult students only if the parent has verification of the right to access such information.

## **REQUEST TO PURGE SPECIAL EDUCATION RECORDS**

The adult student or parent may request that any personally-identifiable information, other than that retained in the permanent record, be destroyed. The district will comply with such request if the records are older than five (5) years and are no longer needed to provide special education to the student.

## **DESTRUCTION OF EDUCATIONAL RECORDS**

Written records of individual students are confidential and must be shredded or burned under supervision of the staff member responsible for maintenance of the records if the records are not released to the parent or adult student. The records manager shall maintain a log that documents the date of destruction or release of records.

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### **LEGAL REFERENCE:**

Idaho Code Sections

33-506

33-1614

34 CFR Part 99

Idaho Special Education Manual, 2018, Chapter 11

**ADOPTED:** December 9, 1998

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