

## Appendix A: Student Records – Special Education Procedures

Pertinent information related to student records is described in this appendix. Additional clarifications and details are available in the following documents:

1. Student Records and Confidentiality – Policy 9050 and 9050-PR (Implementation Procedures) (see Appendix A of Special Education...)
2. Howard County Public School System: Student Records Manual 2007

### Storage of Student Records

Each student has one educational record including cumulative records, special education records, 504 records, discipline records, and health records.

- Student records are kept in a file that can be locked in the administrative or counseling suite.
- Health records are maintained in the Health suite.
- Discipline and child abuse records are maintained in a separate secure confidential file in the principal's office.

### Transfer of Student Records

When a student leaves Howard County, the records stay at the last school of enrollment. Records should not be sent to the next level, e.g. from elementary to middle. The student's record continues to be maintained at the last school of enrollment for 6 years or until the student reaches the age of 21.

- **Transfer from school-to-school within Howard County** – Originals of all records should be sent including health, discipline, special education, and 504 records. Keep copies of attendance card, test card, annual school performance card, immunization and residency documents.
- **Transfer from Howard County school to a Maryland public school** – Originals of all records should be sent including health, discipline, special education, and 504 records. Keep copies of attendance card, test cards, annual school performance card, immunization and residency documents, and most recent IEP (listed below\*) and 504 information.
- **Transfer from Howard County school to outside Maryland or to any private school** – Copies of records should be sent. Attendance card, test cards, annual school performance card, immunizations, discipline records, 504 information, and most recent IEP information (listed below\*)

\*Upon receipt of a written request from a school, or with written parental or eligible student request, the following special education information in the student's file should be sent:

- Current Individualized Education Program (IEP) and IEP implemented during the previous school year
- Pertinent data related to the goals and objectives on the current IEP
- IEP team meeting minutes on the IEP Team Report and/or the Reevaluation Report since the last evaluation or reevaluation (Note: If last reevaluation did not include formal assessments with written reports, send the most recent assessment report for each area assessment.)

## Appendix A: Student Records – Special Education Procedures

- Most recent assessment reports (all reports except psychological and psychiatric (These reports must be requested separately from the Department of Psychological Services or the County Diagnostic Center)
- Medical Assistance information

### Maintenance Procedures for Student Records

- Each student has one educational record, including cumulative records, special education records, 504 records, and health records. Health records are maintained in the health suite. All others are maintained together in one location, either an administrative area or counseling suite. Records are accessible only to authorized individuals.
- Student records shall be reviewed annually during May and June, and prior to transfer to another school to determine that:
  - ✓ Student records are up-to-date and in usable condition.
  - ✓ Obsolete information is not included.
- The special education team leader or special education teacher shall review student records before a student's records are transferred from the Regional Early Childhood Center (RECC) to first grade, fifth grade to sixth grade, from eighth grade to ninth grade, and after a student graduates from secondary school, completes a program adopted by the Board of Education, leaves school, or reaches the age of 21.
- The team leader or special education teacher shall refile or remove from the student records outdated and obsolete data and information as outlined in the "Special Education" section below.
- If the student leaves the Howard County Public School System, the student records should be maintained at the last school of enrollment. The records should not be sent on to the next level, i.e. elementary, middle, high.

Note: If the last school of attendance at graduation or when moving from Howard County is Homewood, the records would be sent back to the home school for maintenance.

- The special education team leader or special education teacher shall remove and shred the following information/data that is more than **three (3)** years old:
  - ✓ Samples of student work
  - ✓ Observation logs
  - ✓ ESY data collection
  - ✓ Secondary Student Progress Report
  - ✓ Performance information documenting progress toward IEP goals and objectives
- The special education team leader or special education teacher shall remove and shred test protocols and informal assessment information that is more than **six (6)** years old.

## Appendix A: Student Records – Special Education Procedures

- The team leader or special education teacher shall remove outdated and obsolete documentation. If there are questions about whether or not a document should be removed from the file, the school staff shall confer with the Department of Special Education Resource Teacher assigned to the school. The following documents that are more than **six (6)** years old shall be removed and stored in a folder within the student records titled “Outdated Information.”
  - ✓ Assessment reports other than the psychological and psychiatric reports
  - ✓ IEPs
  - ✓ Summaries of IEP team meeting discussions and decisions
  - ✓ Documentation of services provided (logs, etc.)
- If the student has been assessed through Alternative Maryland State Assessment Program, the team leader or special education teacher shall place the student’s score report within the student folder titled “Assessments and Evaluations.”

### Retention of Student Records

- Parents of students who have received special education services or students who have received special education services and who have reached the age of majority will be notified with a letter titled *Parent Notice of Student Record Disposal* (available in *Special Education Procedures and Guidelines – Forms*) of intent to destroy the student records six years from when the student:
  - ✓ Graduates from secondary school;
  - ✓ Completes a program adopted by the Board of Education;
  - ✓ Leaves school;
  - ✓ Is dismissed from special education services; or,
  - ✓ Reaches the age of 21.
- The parents, or students who have reached the age of majority, can at any time before the destruction date, request to review and/or pick up copies of the records after the file is no longer active. Test protocols should not be copied for the parent or student.
- Individualized Education Plans, summaries of IEP team meeting discussions and decisions, assessment reports, and medical assistance information shall be maintained in the student folder at the school the student attends/last attended according to the state minimum standards for the retention of student records.