

Originated: November 8, 2004
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I. PURPOSE

Student special education files are kept and maintained in the school building that the student attends. Current Individualized Education Plans (IEPs) and required special education forms are also kept on electronic files. Access to individual student data on the electronic system is reserved for special education staff working with the student and administration. Parents or guardians should contact the student's special education case manager or building principal to access or request a release of information related to the files.

It is recommended that the students or their parents keep copies of the last two IEPs and the most recent three-year evaluation. Request for copies or release of information to other agencies can be made with written authorization by the student, if age 18 or older, or the legal guardian.

Minnesota statute requires that school districts retain special education files for six (6) years after graduation. It shall be the responsibility of the Special Education Department, under the direction of the high school principal, to destroy any old files. In the case of students who do not complete their diploma, special education files would be destroyed six (6) years after their anticipated graduation date.