

MAINTENANCE OF RECORDS FOR CONTRACTUALLY PLACED STUDENTS

Procedure # SPE-P004
Clarksville-Montgomery County School System

1.0 SCOPE:

1.1 This procedure outlines the process for maintaining records for CMCSS students contractually placed in outside agencies

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

2.1 Director of Exceptional Children Services

3.0 APPROVAL AUTHORITY:

3.1 Chief Communications Officer

4.0 DEFINITIONS:

4.1 Cumulative Folder: Student's permanent record.

4.2 Special Education Confidential File: A student's record of evaluations, services and placement in any special education program.

5.0 PROCEDURE:

5.1 The cumulative folder and special education confidential file of any student contractually placed in an outside agency shall be sent to the Office of Exceptional Children Services.

5.2 A copy of the following shall be sent to the outside provider: current and previous IEP, current Eligibility Report, birth certificate, social security card, immunization records, current medical information.

***** End of Procedure *****