



## Special Populations Record Procedure SPE-P007

Clarksville-Montgomery County School System

### 1.0 SCOPE:

- 1.1 This procedure outlines the process for transferring, storing, and maintaining special education files at the Central Services South (CSS) Office.

### 2.0 RESPONSIBILITY:

- 2.1 Director of Special Populations

### 3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

### 4.0 DEFINITIONS:

- 4.1 **Cumulative Folder:** A student's permanent record.
- 4.2 **Discontinued Protocol:** Any outdated or discontinued assessment kits.
- 4.3 **Gifted DNQ File:** File containing a student's Gifted screening and any documentation used to determine that the student "Did Not Qualify."
- 4.4 **Notification of Record Destruction:** Notification provided to the public through the CMCSS district website, letter to parents when entering or exiting special education.
- 4.5 **Protocol File:** A file containing any assessment protocols.
- 4.6 **Special Education Files:** This term refers to any of the following that apply to the student: Special Education Historical File, Gifted DNQ File, and/or Speech DNQ File; that have been correctly prepared for storage.
- 4.7 **Special Education Historical File:** For a student who currently has or has previously had an Individualized Education Program (IEP). This file contains the current or most recent eligibility packet, to include the full psycho-educational evaluation, the last two (2) IEPs and summary of performance if applicable.
- 4.8 **Speech DNQ File:** File containing a student's speech screening and any documentation used to determine that the student "Did Not Qualify (DNQ)."

### 5.0 PROCEDURE:

- 5.1 **In-District Student Transfers:** All special education records are sent with the original cumulative folder to the new CMCSS school (Attachment A of [GUI-P001](#) and [GUI-P002](#)).
- 5.2 **Out-Of-District, Private School, Home School Transfers:** All original special education records are stored in a secure special education file room for two (2) years elementary, one (1) year Middle/High (Attachment A of [GUI-P001](#) and [GUI-P002](#)). Copies of current eligibility and IEPs should be sent to the new school upon request.
- 5.3 After a two-year (2) period (elementary) or one (1) year period (Middle/High), the special education historical file is to be sent to the Department of Special Populations at the CSS Office.

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

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5.4 Send the prepared files to the Department of Special Populations at CSS following the file and boxing guidance below in 5.4.1 through 5.4.7.

5.4.1 Compile each student's "Special Education Historical File" documents in one (1) plain, letter-size manila folder with the student's name (last, first) and date of birth clearly printed on the top tab of the folder in black marker.

5.4.2 Compile each student's "Protocol File" documents in one (1) plain, letter-size manila folder with the student's name (last, first) and date of birth clearly printed on the top tab of the folder in black marker.

5.4.3 Do not use colored, pocket or legal-size folders.

5.4.4 Do not use post-it notes to attach student information to the folder.

5.4.5 Do not write the student information on the front panel of the folder.

5.4.6 Do not use cursive to write any information on the file tab.

5.4.7 Send the Special Education Historical Files in a labeled box using the form SPE-F00X (Form forthcoming), with one label per box being sent.

5.5 Send the prepared discontinued protocols to the Warehouse located at CSS, following the guidelines below in 5.5.1 and 5.5.2.

5.5.1 The assessment specialist (school psychologist, speech-language pathologist, etc.) sending the discontinued protocols must remove any plastic or metal bindings from the test kit items, such as assessment books, manuals, etc.

5.5.2 Compile the discontinued protocol items in a sealed box using the form SPE-F00X (form forthcoming, one label per box being sent).

5.6 All files must be prepared according to the procedures listed in this section (5.0).

5.6.1 If files are not prepared correctly, the sending school personnel will be notified to remedy the files.

5.6.2 The school administration will be notified if the personnel is unavailable.

5.7 Submit a request for pick up by using the Warehouse Work Orders application in ClassLink

### **6.0 ASSOCIATED DOCUMENTS:**

6.1 Rules For Student Record Disposition, Attachment A and B of [GUI-P001](#) and [GUI-P002](#)

6.2 Preparation Of Student Records For Storage/Transfer Procedure, [GUI-P002](#)

6.3 Sending Cumulative Records Between Elementary and Middle REC-W001

6.4 Sending Cumulative Records Between Middle and High REC-W002

6.5 Sending Cumulative Records from High to Central Office REC-W003

6.6 Sending Cumulative Records from Elementary and Middle to Central Office REC-W004



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### **7.0 RECORD RETENTION TABLE:**

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Special Education File	File sent to Central Office upon graduation with a regular diploma, age of 22, death, or one to two years after transferring out of CMCSS	Central Office Special Education Record Room through age 25; Central Records permanent	Secured offices, buildings

### **8.0 REVISION HISTORY:**

<b><u>Date:</u></b>	<b><u>Rev.</u></b>	<b><u>Description of Revision:</u></b>
4/1/11	IR	Initial Revision
3/19/12	A	Updated 4.2, 4.3, 5.2, 5.3, deleted 5.4, updated 5.5, and 5.6. Updated logo.
7/27/15	B	Removed 5.4 and 5.5. Updated flowchart.
9/15/16	C	Updated 4.2, 5.2, and associated documents. Changed name from Exceptional Children to Special Populations.
2/23/24	D	Mostly rewritten. The procedure contains much more specific processes for transferring records to the Special Populations Department in section 5.0. Changed the location for records from Central Office to Central Services South.

**\* \* \* E n d   o f   P r o c e d u r e \* \* \***