



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 Office.

2.0 RESPONSIBILITY:

- 2.1 Director of Special Populations

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

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Academic Officer

4.0 DEFINITIONS:

- 4.1 **Cumulative Folder:** Student's permanent record
- 4.2 **Special Education Historical File:** For a student who is currently on or has previously been on an IEP. Contains current or most recent eligibility packet, to include the full psycho-educational evaluation, last two (2) IEPs and summary of performance if applicable.
- 4.3 **Notification of Record Destruction:** CMCSS district website, letter to parents when entering or exiting special education.

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 two (2) years elementary, one (1) year Middle/High (Attachment A of [GUI-P001](#) and [GUI-P002](#)). Copies of current eligibility and IEPs send to new school upon request.
- 5.3 After two year period (elementary) or one year period (Middle/High), special education historical file is to be sent to the Department of Special Populations at the Central Office.

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:

| <u>Identification</u> | <u>Storage</u> | <u>Disposition</u> | <u>Protection</u> |
|------------------------|---|--|----------------------------|
| 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:

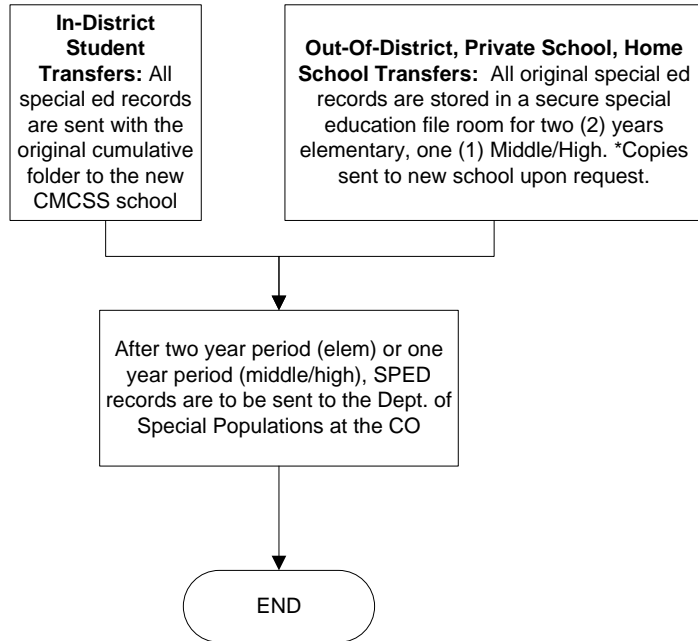
| <u>Date:</u> | <u>Rev.</u> | <u>Description of Revision:</u> |
|--------------|-------------|--|
| 4/1/11 | IR | Initial Revision |
| 3/19/12 | A | Updated 4.2, 4.3, 5.2, 5.3, deleted 5.4, updated 5.5, and 5.6. Updated logo. |
| 7/27/15 | B | Removed 5.4 and 5.5. Updated flowchart. |
| 9/15/16 | C | Updated 4.2, 5.2, and associated documents. Changed name from Exceptional Children to Special Populations. |

9.0 FLOWCHART:

9.1 A flowchart detailing this process can be found below.

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