



NEWPORT INDEPENDENT SCHOOLS

A Great Tradition. A Great Future.

January 1, 2015

RE: Special Education Record Retention

To Whom It May Concern:

In order for Newport Independent School District to continue providing an effective Special Education records management program in conjunction with Individuals with Disabilities Education Act (IDEA), records prior to December 31, 1992 are scheduled to be destroyed. The retention schedule below has been approved by the State Archives and Records Commission in accordance with the KRS 171.410-740. Please refer to the legal retention of records below if you would like to obtain copies of these records.

Newport Special Education Due Process File – L2001

As per the approved record retention schedule of the STATE ARCHIVES AND RECORDS COMMISSION and Newport Independent School District, be it known to all parents and adult students that Newport Independent Schools will destroy all special education files it no longer needs five (5) years from the date of last activity. The Newport School District is required to maintain special education records for five (5) years after the date of the last activity. Therefore, the school district will destroy all records it no longer needs five years after graduation or five years after a student exits our school district. If you have reason to believe you will need these records, you must notify the Newport School District that you want a copy of the records prior to the designated time for destruction. You may request a copy of your child's or your records by contacting the Director of Special Education for Newport School District at 859-292-3040 by **March 31, 2015**. Please be aware that you may need information from the records for social security benefits or other purposes. Also, the school district may maintain without time limitation a permanent record of a student's name, address, phone number, grades, attendance records, classes attended, grade level completed, and year completed. All records of students with birth dates on or before December 31, 1992 are scheduled to be destroyed on or after **March 31, 2015**.

Access Restrictions: 20 USC Section 1232g et seq. & KRS 160.700 et seq.

Special Education Due Process Student Folder may contain the IEP, procedural checklist, record of parent contacts, psychological evaluations, referral to program, parental permission for individual testing, notification of SBARC conference, individual education program, conference summary report, parental permission for placement, notification of placement recommendation, notification of SBARC review conference, confirmation of continued placement, parental permission for change in placement, parental permission for reevaluation, parental refusal of placement, behavioral observation of referred student,

development & social history, permission for individual evaluation, re-evaluation notice, record of disclosures, learning disabilities written report, notice of admission & release committee meetings, and short-term objectives.

Retention and Disposition: Destroy 5 years from date of last activity and after notification of parent(s) or legal guardian(s).

Respectfully,

A handwritten signature in cursive script that reads "Lisa Swanson".

Lisa Swanson, Special Education Director

**Lisa Swanson, Director of Special Education
30 West Eighth Street
Newport, Kentucky 41071
(859) 292-3040**