



**ABERDEEN SCHOOL DISTRICT**

**POLICIES AND REGULATIONS**

**NEPN Code: JRAA-R**

## **REGULATIONS - COLLECTION AND MAINTENANCE OF STUDENT RECORDS**

### Folder Designation

1. Manila (General Information):
  - student record access forms
  - copy of birth certificate
  - report cards
  - certificate of immunization
  - attendance letters
  - court orders
2. Blue (State Assessments):
  - standardized testing records
3. Green (Special Education Testing Records):
  - referral form
  - team conference logs
  - prior notice forms for testing
  - permission for evaluation forms
  - written evaluation reports
  - testing records
4. Red (IEP Information):
  - IEPs,
  - prior notice forms for IEP meetings and annual review. (It is necessary to maintain IEPs for five years.)
5. Yellow (504/Student Accommodation Plan):
  - Referral
  - Consent
  - Health Condition Determination
  - Eligibility Determination
  - Health Care Plan (if needed)
  - 504 plan
  - Student Accommodation Plan
6. Orange (ESL Information):
  - ESL parent permission for program placement
  - student accommodation plan
  - ESL program dismissal
  - ESL assessment results
  - Language Acquisition Plan (LAP)
7. Purple (Medicaid Documentation)
  - Medicaid authorization form
  - Medicaid timesheets

8. Other Information:

- the information card should be kept in secretary's file
- the health card is maintained in the District Health Office
- Special education records cannot be destroyed or removed without first offering them to the parent five years after the student graduates, leaves the District, or upon completion of a program

**NOTE:** When parent permission is received for sending records out of the district, send all records but keep originals of the following: birth certificate, most recent report card, certificate of immunization, standardized testing information, current special education testing, and IEP. The original record card must be kept and a copy sent.

**LEGAL REFERENCES:**

ARSD 24:43:09:02 Student Records

SDCL 13-3-51 Data Reporting and Record Systems

SDCL 13-3-51.1 Definitions regarding privacy of records

SDCL 13-3-51.2 Information not subject to survey, analysis, or evaluation without consent

SDCL 13-3-51.3 Prohibition against reporting personally identifiable information

SDCL 13-3-51.4 Department to develop security measures to protect personally identifiable information

SDCL 13-3-51.5 Disclosure of aggregate data otherwise allowed

**ADOPTED:** December 13, 1994

**REVISED:** January 28, 2002

**REVIEWED:** June 26, 2006

**REVISED:** August 11, 2008

**REVIEWED:** September 9, 2013

**REVISED:** October 10, 2017