Midwestern Intermediate Unit IV

To: MIU IV Professional Staff
From: Special Education Program Supervisor
Subject: Question & Answers about Student Files
Date: August 16, 2010

Many of you have asked questions record keeping and student files.

What records to I need to submit to my supervisor?

What types of records do I need to keep in my classroom / personal file?

How long do I keep a record?

The purpose of this memo is to describe the different types of student files, and the documents that should be included in each file.

1. Two files are designed to be permanent files, containing complete and thorough documentation of all special education / due process records. Due process records are defined as procedurally required records. They include:

    ALL evaluation reports

    ALL IEP's

    ALL invitations to the IEP

    ALL permission to evaluate / re-evaluate

    ALL progress reports

    ALL NOREP"S

    These records shall be collected for the entire time the student is involved in MIU IV programming.

    A. IU File

    This file is maintained at the main office in Grove City. This file contains a permanent record of all Due Process records. You are required to submit all records to your supervisor. Your supervisor (or designated secretary) is responsible for submitting pertinent records to the IU File.

    B. District File

    This file is maintained by each individual school district. Your supervisor (or designated secretary) is responsible for submitting pertinent records. This file is a duplication of the IU File, and contains a permanent record of all due process records.

2. Your supervisor may elect to keep a **Supervisory File** if they do not have ready access to the IU File. This file is maintained by your supervisor (or designated secretary) and housed at a location specified by the supervisor. This file is a duplication of the IU File, and contains a permanent record of all due process records.

3. The **Classroom Working File is** maintained by the classroom teacher. This file is designed to be a temporary, working portfolio. In it you should have:

    *   The most recent evaluation report
    *   The current IEP and at least one previous IEP
    *   Progress Reports for all areas of responsibility (instructional and related services) for the most current IEP and at least one previous IEP
    *   Student work samples, raw data and graphs supporting progress reports for the most   current IEP
    *   Parent – teacher correspondence

Reviewed for 2010-2011

Student Records/Confidentiality Continued

Questions about the Working File

Q: **What should I do with outdated IEPs and ERs?**

A: First verify the date of the IEP. Current IEPs or the previous IEP should not be discarded. Older IEP's may be discarded ONLY IF a copy of that IEP is maintained in the IU File. Send outdated documents to your supervisor's secretary to be verified and shredded.

Q: **How long do I keep work samples, data and graphs?**

A: Work samples and raw data supporting the current IEP should be kept until a new IEP is developed. Work samples could then be discarded or given to the parents. Raw data should be destroyed. Graphs should reflect and accompany progress reports and submitted to your supervisor. Graphs should never be destroyed.

Q: **What do I do with Progress Reports?**

A: Progress Reports must be submitted to your supervisor for inclusion in the IU File. They should be submitted each time they are developed. You must keep a copy in your working file.

Q: **What should I pass along to a receiving teacher?**

A: All current and pertinent information in the working file should be delivered to the receiving teacher. However, routine correspondence between you and the parent are considered personal and confidential and should be destroyed. If you have any concerns about the importance of a particular piece of correspondence, contact your supervisor.

Q: **How do I manage information from related service staff (Speech Therapists / OTs)?**

A: You should maintain thorough and complete documentation, as it applies to the IEP (progress reports, goals) or ER, supplied by each and every support staff. Each individual related service staff is responsible for submitting their own documentation to the permanent, IU File.

Q: **Am I required to submit documents from related service staff to my supervisor?**

A: No. Related service staff must supply due process documents to his / her supervisor AND the program supervisor. You must keep copies of these documents in your Classroom Working File. Timelines for discarding materials apply.