

Maintenance of Records: The last IEP and Evaluation report will be maintained in the students digital record. All other records will be destroyed at age 21 or after the provision of services, whichever comes first.

For birth years 1983-1995: Every effort has been made to store the last IEP and Evaluation Report for students who were receiving special education services when they exited school.

Records Transition: We are currently having our files transitioned from paper to a digital format. This may cause a delay in obtaining records. We thank you for your patience and understanding while we are in this transition period.

Maintenance of Records schedule:

Birth Year	Date physical records (excluding the last IEP and Evaluation Report) will be destroyed
2000	Jan. 1, 2022
2001	Jan. 1, 2023
2002	Jan. 1, 2024
2003	Jan. 1, 2025
2004	Jan. 1, 2026
2005	Jan. 1, 2027
2006	Jan. 1, 2028
2007	Jan. 1, 2029
2008	Jan. 1, 2030
2009	Jan. 1, 2031
2010	Jan. 1, 2032