



**NOTICE OF SPECIAL EDUCATION FILE
RETENTION POLICY**

In accordance with the policy adopted by the Cambridge-Isanti School District and approved by the Minnesota Records Disposition Panel, notice is hereby being given as to the length of time that your special education file will be maintained.

The record will be retained until five years after your 21st birthday in accordance with the District’s retention schedule. At that time, the contents will be destroyed with the exception of the last IEP/IIP, all evaluation reports, the Notice of Proposed Action indicating your dismissal from special education and the Exit Report: Summary of Performance Form. These remaining records will be kept an additional five years at which time they too will be destroyed. The following records will be maintained without time limitation; standardized and achievement tests results, student’s name, address, phone number, grades, attendance and grade level completed.

By signing this notice, you are acknowledging the retention policy. No further notice will be given.

Student Copy

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Date

Date

Witness

Date

515-P Form