

Colorado Springs School District 11  
**Records Retention Schedule**

**SCHEDULE IV**  
**Student Special Needs/ Special Education Records**

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General Description: Records generally relating to students with disabilities within the school district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

1. **Special Services Or Special Education Student File** This file is to be kept separate from the CUM file while the student is active in the district. When a student becomes inactive or graduates from the district this file is to be combined with the CUM file prior to transferring to the Records Management Center. Records may include but are not limited to:

- a. IEP and Supporting Documentation
- b. ISP (Individual Service Plan)
- c. IFSP (Individual Family Service Plan)
- d. Testing Documentation
- e. Health Record
- f. Psychological Report
- g. Student Achievement
- h. Referrals, Permissions & Notices
- i. Student Assessment Reports
- j. Evaluations and Accompanying Reports
- k. Outside Agency Information
- l. Literacy Plan
- m. Behavior Support Plan
- n. Request for Records
- o. Record of Access

Retention: 5 years from withdrawal or graduation, provided that the parent/guardian has been notified of the pending destruction (notification may include, but is not limited to: a posting on the District website, an alert on the District's television channel, a District announcement such as a news alert and/or posting an announcement on the District's Special Education web page).

Format: Paper

Location: For elementary and middle school students, after 30 days of withdrawal combine with the CUM file and transfer to the Records Management Center. For high school students who have withdrawn or graduated, the CUM and special education files are to be kept at the high school for the rest of the school year plus one year, and then transferred to the Records Management Center.

2. **Materials Used to Prepare Psychological Reports** These materials shall include, but not be limited to IQ tests, social-emotional inventories, cognitive checklists and autism rating scales. Such materials are protected by copyright laws and are to be kept separate from the Special Education Student File.

Retention: 5 years from withdrawal from the District or graduation (5 years of inactivity)

Format: Paper or electronic

Location: These materials are to stay in the office of the author of the psychological report for 3 years after the preparation of the report and then transferred to the District's Records Management Center for storage. These materials are eligible for destruction provided the parent/guardian has been notified of the pending destruction (notification may include, but is not limited to: a posting on the District website, an alert on the District's television channel, a District announcement such as a news alert and/or posting an announcement on the District's Special Education web page).

**Duplicate Copies:** retain those that are created for **administrative purposes** for 1 year, and retain those created for **convenience or reference purposes** until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.