

**Sec. 1. EDUCATION RECORDS IN GENERAL**

Student records shall be maintained for each student from the time the student is in attendance at International Leadership of Texas until withdrawal or graduation from International Leadership of Texas. These records shall move with the respective student from campus to campus. Records for students not in attendance and/or withdrawn students and graduates shall be retained for the period of time required by law. No permanent records may be destroyed without explicit written permission from the Superintendent. For additional information on International Leadership of Texas's general education record policy, please see Module 2 (Students).

**MAINTENANCE OF ELIGIBILITY FOLDER**

International Leadership of Texas must maintain an eligibility folder for each student receiving special education services, in addition to the student's cumulative record. The eligibility folder must include, but need not be limited to: copies of referral data; documentation of notices and consents; evaluation reports and supporting data; admission, review, and dismissal (ARD) committee reports; and the student's individualized education programs (IEPs). *19 Tex. Admin. Code 89.1075(a)*.

**Sec. 2. ACCESS TO RECORDS UNDER THE IDEA**

The IDEA grants parents the right to inspect and review all educational records with respect to the identification, evaluation, educational placement, and the provision of FAPE to the child. 34 CFR § 300.501(a). International Leadership of Texas must permit parents to inspect and review any education records relating to their children that are collected, maintained, or used by the district under the IDEA. International Leadership of Texas must comply with the request without unnecessary delay and before any meeting regarding an IEP, any due process hearing, or resolution session, and in no case more than 45 days after the request has been made. *34 CFR § 300.613(a)*.

The child's IEP must also be accessible to each regular education teacher, special education teacher, related services provider, and any other service provider who is responsible for implementing the IEP. Each teacher or service provider accessing child's IEP must be of his or her responsibilities regarding implementation of the IEP and the specific accommodations, modifications, and supports that must be provided for the student in accordance with the IEP. *34 CFR § 300.323(d)*.

International Leadership of Texas shall develop a process to be used by a teacher who instructs a student with a disability in a regular classroom setting to request a review of the student's IEP and to provide input in the development of the student's IEP. International Leadership of Texas is required to develop a process that provides for a timely response by International Leadership of Texas to the teacher's request and provides for notification to the student's parent of that request. *Tex. Educ. Code § 29.001(11)*.