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
2005	Jan. 1, 2027
2006	Jan. 1, 2028
2007	Jan. 1, 2029
2008	Jan. 1, 2030
2009	Jan. 1, 2031
2010	Jan. 1, 2032
2011	Jan. 1, 2033
2012	Jan. 1, 2034
2013	Jan. 1 2035
2014	Jan. 1 2036
2015	Jan. 1 2037