

	ABERDEEN SCHOOL DISTRICT	NEPN Code: JRAA-R
	POLICIES AND REGULATIONS	

REGULATIONS - COLLECTION AND MAINTENANCE OF STUDENT RECORDS

Folder Designation

1. Manila (General Information):

- student record access forms
- copy of birth certificate
- report cards
- certificate of immunization
- attendance letters
- court orders

2. Blue (State Assessments):

- standardized testing records

3. Green (Special Education Testing Records):

- referral form
- team conference logs
- prior notice forms for testing
- permission for evaluation forms
- written evaluation reports
- testing records

4. Red (IEP Information):

- IEPs,
- prior notice forms for IEP meetings and annual review. (It is necessary to maintain IEPs for five years.)

5. Yellow (504/Student Accommodation Plan):

- Referral
- Consent
- Health Condition Determination
- Eligibility Determination
- Health Care Plan (if needed)
- 504 plan
- Student Accommodation Plan

6. Orange (ESL Information):

- ESL parent permission for program placement
- student accommodation plan
- ESL program dismissal
- ESL assessment results
- Language Acquisition Plan (LAP)

7. Purple (Medicaid Documentation)

- Medicaid authorization form
- Medicaid timesheets

8. Other Information:

- the information card should be kept in secretary's file
- the health card is maintained in the District Health Office
- Special education records cannot be destroyed or removed without first offering them to the parent five years after the student graduates, leaves the District, or upon completion of a program

NOTE: When parent permission is received for sending records out of the district, send all records but keep originals of the following: birth certificate, most recent report card, certificate of immunization, standardized testing information, current special education testing, and IEP. The original record card must be kept and a copy sent.

LEGAL REFERENCES:

ARSD 24:43:09:02 Student Records

SDCL 13-3-51 Data Reporting and Record Systems

SDCL 13-3-51.1 Definitions regarding privacy of records

SDCL 13-3-51.2 Information not subject to survey, analysis, or evaluation without consent

SDCL 13-3-51.3 Prohibition against reporting personally identifiable information

SDCL 13-3-51.4 Department to develop security measures to protect personally identifiable information

SDCL 13-3-51.5 Disclosure of aggregate data otherwise allowed

ADOPTED: December 13, 1994

REVISED: January 28, 2002

REVIEWED: June 26, 2006

REVISED: August 11, 2008

REVIEWED: September 9, 2013

REVISED: October 10, 2017

REVIEWED: July 24, 2023