

NOTICE AND ACKNOWLEDGMENT

Student's Name: _____

D.O.B.: _____

Parent's Name: _____

Both State and Federal laws concerning the education of children with exceptionalities include guidelines for maintaining educational records in a confidential manner, for allowing parents to review records, to obtain records, to change records and to destroy educational records which are no longer needed to provide educational services. 34 CFR 300.573, K.A.R. 91-40-50(c),(d).

A. TEST PROTOCOLS

Some individualized testing involves the use of test protocols. These documents usually include the test questions or stimuli and the student's answers or responses. Protocols may also include the correct answers, norm tables (scoring tables), scoring sheets, and examiner's notes. Parents have a right to review these protocols with the person who administered the assessment. To ensure test security as well as to follow copyright laws, no parts of these protocols may be reproduced in any way. When this information is no longer needed to provide special education and related services to a child, the protocols will be destroyed. Protocols will be maintained until a comprehensive reevaluation has been completed, and a new IEP developed based upon the reevaluation.

Also, protocols used to record answers for tests during an earlier evaluation will be destroyed after a comprehensive reevaluation is completed and a new IEP developed based upon that new reevaluation.

B. RECORDS MAINTAINED AFTER GRADUATION

The special education records of each student are maintained on the student named above at the Special Education Office, 620 Industrial, P.O. Box 760, Goddard, Kansas. These records are kept for a period of five (5) years after completion of the student's program or the student's graduation from high school. These records may include such information as permission for the student to have received special education services, evaluation reports, Individualized Education Plans (IEPs), etc. These records may be needed by the student or parents at some future date for social security benefits or other purposes.

If the eligible 18 year old student (or a student under 18 who is married or declared emancipated by the courts) or the student's guardian if the student is under 18 or if the student has reached 18 years of age and has been legally adjudicated to be an incapacitated person would like any of these records prior to that time, please contact our office at (316) 794-8641. At the end of the five (5) years after program completion or graduation, these records will be destroyed. The Cooperative will maintain a permanent record of the student's name, address, telephone number, grades, attendance record, classes attended, grade level completed and year completed.

This notice is also intended to inform you that the special education records on the above named student will be destroyed after five (5) years following program completion or graduation from high school if the records have not been picked up by the student or the student's legal guardian prior to that time.

I have been informed that Test Protocols will be destroyed when no longer needed following a reevaluation and the development of a new IEP based upon that new reevaluation, and that all the above named student's records will be destroyed at the end of a five (5) year period following the student's completion of their special education program or graduation from high school if the special education records have not been requested by the student or guardian(s) to be picked up or mailed prior to that time.

Student/Parent/Legal Education Decision Maker

Date