Revision 5/13

Prairie Creek Community School: Total Special Education System Manual Documentation SPECIAL EDUCATION FILE RETENTION POLICY

Board Policy Special Education File Retention

Special Education records will be retained until graduation or exit from the district, in accordance with the district's policy on student education data. At that time, these named records will be delivered to the student's resident district. The following will be maintained without time limitation: student's name, address and phone number at time of district exit, grade level completed.

Revised May, 2013