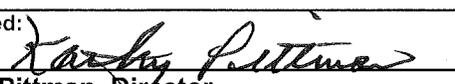


**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF YOUTH SERVICES
JUVENILE INSTITUTIONS**

Subject: Special Education: Organization of Educational Records	Policy Number: 3
Number of Pages: 21	Section: XII
Attachments Records Access Log School Contact Log Initial Parent Contact Form Request for Education Records IEP Committee Meeting Minutes Form Documentation of Receipt of IEP Form PPDS Teacher Narrative Notice of Continued Special Education Services Consent for Placement Initial Parental Notice of IEP Meeting Second Parental Notice of IEP Meeting Notice to Parents not attending IEP/ Eligibility meeting Parental consent for Evaluation/ Re-Evaluation Notice of Release of Confidential Records Referral for Special Education Services Form Request for Testing Form	Related Standards & References Individuals with Disabilities Education Act (IDEA '97) and Regulations Individuals with Disabilities Education Improvement Act (IDEIA '04) Mississippi Nonpublic School Accountability Standards, 2004 Mississippi Department of Education, Office of Special Education Policies and Procedures (2003)
Effective Date: 06/09/2006 Revised: 10/06/2008	Approved:  Kathy Pittman, Director
Reviewed: 12/15/2009	

I. POLICY

It is the policy of the Mississippi Department of Human Services, Division of Youth Services (MDHS/DYS), that the school programs maintain educational records in an orderly and consistent manner that supports planning for instruction and implementing due process procedures.

II. DEFINITIONS

As used in this policy, the following definitions apply:

III. PROCEDURE

A. Upon receipt of a special education student's educational records or reports, educational staff is responsible for creating an educational file according to the MDHS/DYS Student File Organization General Guidelines. Organization guidelines exist for a six section filing system. Section One consists of the Records Access Log, School Contact Log, and Initial Parent Contact Form. Section Two consists of Request(s) for Education Records documentation sheets. Section

Three consists of the students' most current IEP, IEP Committee Meeting Minutes and Notes, Documentation of Receipt of IEP Form, and any other historical IEP's. Section Four includes documents such as Re-Evaluation Reports, PPDS Sheets, Assessment Team Reports, Psychological Evaluations, Request for Testing Forms, and any supporting documentation for Re-Evaluation. Section 5 is comprised of correspondence with parent and/ or legal guardians. This section may include Notice of Continued Special Education Services, Consent for Placement, Initial Notice of IEP Meeting, Second Notice of IEP Meeting, Parental Response to IEP Meeting Invitation, Notice to parents not attending IEP Meetings/ Eligibility Meeting, Parental Consent for Re-Evaluation, Notice of Release of Confidential Student Information, etc. Section Six consists of documentation of related services and any other miscellaneous documents not prescribed for other sections of the six section filing system.

At a minimum, all educational files for students receiving special education services must include:

1. Student's name, date of birth, and identifying information
2. Records Access form
3. Contact Log
4. Student's IEP
5. Re-Evaluation Reports
6. PPDS (Pupil Personal Data Sheet)
7. Psychological Evaluation (if available)
8. Assessment Team Reports
9. Notice of IEP Meeting Forms
10. Parent's Response to IEP Meeting
11. Parental consent forms for re-Evaluation (if applicable)
12. Parental notice for parents not attending IEP meetings or eligibility determination meeting.
13. Notice of Release of confidential Student Information
14. Documentation of any and all related services being provided
15. Documentation supporting educational placement

B. It is the responsibility of the school principal to designate a staff person responsible for the creation and maintenance of students' special education files.

C. All confidential special education files are kept in a separate locked, fireproof file cabinet and maintained in an area that can be monitored for confidentiality.