


**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 <ul style="list-style-type: none"> A. Records Access Log B. School Contact Log C. Initial Parent Contact Form D. Request for Education Records E. Telephone Verification of SPED Status F. IEP Committee Meeting Minutes Form G. Documentation of Receipt of IEP Form H. Pupil Personal Data Sheet I. Reevaluation Summary Report J. Notice of Continued Special Education K. Services L. Consent for Placement M. Initial Parental Notice of IEP Meeting N. Second Parental Notice of IEP Meeting O. Notice to Parents not attending IEP/ P. Eligibility Meeting Q. Parental consent for Evaluation/ Re-evaluation R. Notice of Release of Confidential Records S. Referral for Special Education Services Form T. Request for Testing Form 	Related Standards & References <p>Individuals with Disabilities Education Act Amendment of 2004 (IDEA '04) and Regulations Mississippi Department of Education, Office of Special Education Policies (2013) Mississippi Department of Education, Office of Special Education Procedures (2016) Mississippi Nonpublic School Accountability Standards, 2004</p>
Effective Date: 06/09/2006 Reviewed 10/06/08, 12/15/10, 06/09/14, Revised 02/01/17	Approved:  James V. Maccarone, Director

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.

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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, Request(s) for Education Records documentation sheets. Section Two consists of Current IEP with minutes, Document of Receipt of IEP form, and Historical IEPs. Section Three consists of Parent Consent for Evaluation/Reevaluation, Consent for Placement, Reevaluation Summary Report/Eligibility Documentation, Eligibility Reports, and Special Consideration for School Districts, Psychological/Evaluation Reports, Assessment Team Reports, Pupil Data Sheet, and other Records. Section Four includes SPED Verification form, Continuation of SPED, Notice of IEP/Eligibility Meeting, and Parent Response to Invitation, 2nd Notice of IEP/Eligibility Meeting, and Notice to Parents not in attendance. Section 5 is comprised of MSIS Reports, Student Schedule, Progress Reports, Report Cards, Permanent Record, and Documentation of Related Services. Section Six consists of Request for Educational Records, Initial Screening on Entrance to Center, Program Assessments (TABE, WRAT, STAR, etc.), Vision/Hearing Screening, Transfer Log, Notice of Release of Confidential Records, and Miscellaneous Information.

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. 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.