

STUDENT RECORDS

The Keystone Learning Services maintains original records of all special education actions regarding students currently being provided services by Keystone staff in the seven member school districts. These records are on file in the Keystone office in Oskaloosa. The Keystone director of special education is designated as the official custodian of the special education records, and assures that all federal and state regulations regarding the confidentiality, parental access, and disposal of special education records are followed. A local district superintendent or principal may elect to maintain duplicate records in the district and will assume responsibility for maintaining the confidentiality of these records.

Records of students who have moved, but who are still school age are maintained by Keystone as inactive files. Records of students who have exited special education are also maintained in this manner. These files are kept confidential as all other special education records.

Students who have graduated or completed school due to attaining the age of 21 may request their records, as the file is no longer needed to provide educational services to the child. Otherwise the records will be kept for a period of five years as inactive files. At the end of five years the student (or the student's legal guardian) is notified that s/he may claim the records at the NEKESC office, or the file will be destroyed.

After a file is destroyed, Keystone may keep a record of the student's name, address, telephone number, services received, grade level and year completed.

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