

School District General Records Retention Schedule

Section: Special Education

Item	Title	Example and Description	Retention Period	Archival	Data Practices Classification/Statute
SPC00100	Special Education Records	All Due Process Paperwork Except: (see below)	6 Years After Graduation or Withdrawal	NO	Private MS 13.32
		Final IEP Last Evaluation Last FBA or proactive behavior management plan PWN for Graduation	Permanent	NO	

The model retention schedule for school districts on state and federal regulations does not contain anything specific for Special Education. Our previous District Retention Policy did not address Special Education records and retention time lines, so after consulting with Karen Kepple, she recommended the above information to be added to the School District General Records Retention Schedule.