Policy

DESTRUCTION OF PERSONALLY IDENTIFIABLE INFORMATION
IN A HANDICAPPED PERSON'S EDUCATIONAL RECORD

A. The Ingham Intermediate School District will retain educational records of special education students for one year after termination of special education programs and/or services. At the end of one year, the local school district of residence will be notified. It will be the responsibility of the local education agency of residence to complete its one year follow up on the former special education student. Upon receipt of documentation that the local district has completed its one year follow up, the intermediate school district will remove the student's educational record information from the active student registry.

B. The intermediate school district will retain education records of special education students for four years after termination of special education programs and/or services. After four years, the record custodian will return the student's educational record to the student's local school district of residence. The destruction of the former special education student's educational record shall be carried out in accordance with the records' policies of the resident local school district.

C. Directory information, attendance records, records of grades, transcripts and other information regularly retained for all students, will be retained by the intermediate school district in accordance with the general provisions of the Michigan School Code.

LEGAL CITATION: EHA-B, Section 121a.573

POLICY

Adopted: October 20, 1981
Amended: August 17, 1982
January 15, 1985