

CHAPTER 12. KEEPING, REQUESTING, AND CHANGING STUDENT RECORDS

What records should I keep on my child?

Parents say one of the most practical and useful projects for parents is the formulation of a file of your child's medical, developmental, and educational histories (including IEP meetings). The three-ring binder is an ideal system for organizing and storing important records. Record keeping is not mandatory, but accurate records and documentation are helpful in resolving conflicts and addressing concerns as well as important in the decision-making process of the IEP team. These records may also be very useful if your family should move to another school district.

The following is a general guide for organizing information about your child:

Medical

- Developmental history, including pregnancy and birth
- Birth certificate (copy)
- Doctor's reports (pediatrician, allergist, or others)
- Therapy reports (speech therapy, occupational therapy, physical therapy)
- Agency reports (Regional Center, Community Mental Health and/or others)
- A list of long-term medications being given to your child at home and at school. Include the kind of medication, time and dosage information, note the prescription numbers, as well as any changes in dosage or reaction)
- Dated notes you have taken in conversations with your child's physician and/or other professionals who see your child
- Any significant medical events, including dates they occurred (seizures, surgeries, hospitalizations, infections, therapies, etc.)

School

- Copies of all Individualized Education Programs (IEP)
- All written letters and notes to and from school personnel
- Assessment reports (psychological, speech and language, health, academic, etc.)
- Report cards; with examples of school work (dated); dates noted on parent/teacher conferences; dated notes on all telephone conversations with school personnel or others regarding your child
- Progress reports; updates on progress toward achieving long-term goals.

Personal/Social

- Child's interests
- Clubs and organizations
- Family history
- Camps
- Special awards
- Pictures

Miscellaneous

- Financial resources
- Legal documents



- Community agencies
- Special education legislation, etc.

What if I need copies of records?

If you find that your records are incomplete and that you need copies of certain information or forms from the school or district, the following is a sample letter through which you may request them. The district will have copies available to you within 5 days of receipt of your request.

Under the new law, districts may charge for the cost of copying records. Check with your special education teacher or administrator regarding the specifics for obtaining copies of your child's records.

Request for School Records Sample Letter

Date _____

Name, Director or Coordinator of Special Services
 _____ Unified School District

Street Address _____
 City, State, Zip Code _____

Dear Director:

I am the parent/guardian of (child's name) , a resident of the _____
 School District. My child was born (date) and currently attends
 _____ School. I am requesting a copy of
 my child's records including assessment plans, progress reports, IEPs, incident reports, written
 observations, teacher reports, results of any individual or group testing, and any other
 information contained in his/her records.

Please send the above information to me at: _____ (address)
 _____ (city, state, zip code)
 _____ (phone number)

OR

I will call your office to arrange to pick up these records. I understand the records are to be
 made available to me within five days.

Sincerely,

Your Name _____

What can I do if I disagree with information in the records?

If you believe your child's records contain information that is wrong, misleading, or that violates the privacy or other rights of your child, you may request that the district change the

information. The district will decide whether or not to grant your request within a reasonable period of time from the receipt of your request. If the district refuses to change the information, you will receive notice of that decision and your right to a hearing on the issue.

Upon request, the district will provide you with an opportunity for a hearing to challenge the information in your child's educational records. If the decision at the hearing is in your favor, the district will amend the information accordingly and inform you in writing.

If the decision at the hearing is unfavorable to you, you will have the right to include in your child's records a written statement of your objections to the information. This statement will be part of your child's school records until the information objected to is corrected or removed. If your child's records or the contested information is disclosed to anyone, your written statement will also be disclosed.