

***SPECIAL EDUCATION RECORDS BROUGHT/SENT
TO THE COOPERATIVE OFFICE FOR DESTRUCTION***

- ALL special education records brought/sent to the Cooperative Office for destruction **MUST** have a clearly displayed, completely filled out Student Exit Form which can be found on our website at www.ywccssc.k12.mt.us (Forms & Handouts > Co-op Forms for Member Schools > Student Exit Information Form). If the student was tested and did not qualify with a disability, the materials in their entirety as prepared for the ER should be placed in the cumulative file. If you are uncomfortable with the psychological test being included given sensitivity of background information held within, then you may insert a paper document that indicates where that report may be found instead. Be sure to retain the latter if you do so as the cum. folder contents will be kept for the duration of the school career.
- Any records brought to the office without a Student Exit Form will be returned to the appropriate case manager.
- Please bring /send old special education files to the Cooperative anytime throughout the school year. We ask that you do not save them up and bring them the last week of school as we do not have staff at that time to process the files.
- Please review and remove documents not required to be in the special education file.
- **ALL (CURRENT AND CLOSED) SPECIAL EDUCATION FILES MUST BE KEPT IN A SECURE (LOCKED) FILE CABINET WITH A STATEMENT OF THE PERSONNEL RESPONSIBLE FOR MAINTENANCE OF CONFIDENTIALITY CLEARLY DISPLAYED.**
- **If you have questions regarding record retention and destruction, please call the Cooperative Office --- 839-2339**