

## **Destruction of Special Education and Talented/Gifted Student Records**

Exceptional Education records which have been collected by the Choctaw Tribal School System related to the certification, evaluation, educational placement or the provision of special education in the district must be maintained under tribal and federal laws for period of five years after special education or talented/gifted services have ended for the student. Special education and talented/gifted services end when the student is no longer eligible for services, graduates, completes his/her educational program, or moves from the district. This notification is to inform parent/guardians and former students of the Choctaw Tribal School System's intent to destroy all special education and talented/gifted records of students who have left the district or graduated prior to May 2010. These records will be destroyed in accordance with federal law unless the parent/guardian or eligible (adult) student notifies the school district otherwise by September 1, 2015.

After five years, the records are no longer useful to the district, but may be useful to the parent/guardian or former student in applying for social security benefits, rehabilitation services, college entrance, etc. The school district will maintain a permanent record of the former student's name, classes attended, grade level completed and year completed. All other records and personally identifiable information in the special education record will be shredded unless the parent or eligible (adult) student requests for portions of the record to be archived by the tribe. The records manager will maintain a log showing the date of destruction or release of records. The parent/guardian or eligible (adult) student may request to keep their record in writing or in person at the following address: Choctaw Tribal School System, RE: Request for Record or ATTN: Exceptional Education Coordinator, 122 DOS Drive/P O Box 6008, Choctaw, MS 39350.

The Choctaw Tribal Schools (CTS) Exceptional Education Policies and Procedures are aligned with the Individuals with Disabilities Education Act (IDEA) and reflect the philosophy and objectives of the school system. Purposes of Special Education Policies and Procedures

The purposes of the policies and procedures are:

- To ensure procedures are: that all students with disabilities have a free appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for future education, employment, and independent living.
- To ensure that the rights of students with disabilities and their parents are protected.
- To assist Choctaw Tribal Schools and other agencies, as appropriate, to provide for the education and support of all students with disabilities.

· To assess and ensure the effectiveness of efforts to educate students with disabilities.

### **Special Education Policies and Procedures**

Click on "**Forms**" and then look down the list for "**Special Education Policies and Procedures (2012)**".

### **Talented and Gifted Policies and Procedures**

Click on "**Forms**" and then look down the list for "**Talented and Gifted Policies and Procedures**".