

Reviewing and Amending Student Records

Review of Records:

Exceptional Education Records:

- In compliance with [State Board rule IDDF 160-4-7-.09](#) within 45 days upon the receipt of the written request for records made to the director of exceptional education by parents or legal guardians of students with disabilities, parents are provided an opportunity to inspect and review any educational records relating to their children that are collected, maintained, or used in the identification, evaluation, educational placement, and provision of a FAPE. Parents will be contacted within 10 days of receiving such a letter to schedule an appointment at a mutually convenient time. Records review will take place at the Exceptional Education Center. A records clerk will be present when the records are reviewed. Any reasonable request for a copy of the records will be made available to parent free of charges. All rights of parents to inspect or review records will be transferred to the student at age 18, consistent with the [State Board rule 160-4-7-.09](#)

Records Maintained at School:

- If parent wants to review records maintained at school, parent will make a formal request to the school principal. Parents will be contacted within 10 days of receiving such a letter to schedule an appointment. Records must be made available to review within 45 days upon receipt of the letter. Records review will take place at the school.
- Any reasonable request for the copy of records will be made available to parents free of charge.
- All rights of parents to inspect or review records will be transferred to the student at age 18, consistent with the [State Board rule 160-4-7-.09](#)

Amendment of Records:

- Any record that the parent requests to be amended must be made by parent in writing to the director of exceptional education
- The director of exceptional education will forward that information to the case manager for the IEP team's review and consideration
- An IEP meeting will be convened.

- The IEP team will decide if the record has to be amended or not. If parent is not present, she/he will be notified of the decision within a reasonable time of request.
- If the IEP team agrees to amend the records, it will be done in an expedited manner. If IEP team refuses to amend the record, parents will be notified of the right to a hearing as provided by the State Board Rule.
- If as a result of hearing, if needed, TCSS will amend the record and the director of special education will notify parent.
- If as a result of the hearing, TCSS determines the information maintained by the school system is accurate the director of special education will notify parents and will provide an opportunity for parents to write a letter to TCSS their disagreement with the TCSS's decision. The letter will be placed in the student folder.