

**Sec. 1. EDUCATION RECORDS**

See Board Policy PG-3.23 (Student Records), Part 1: Education Records.

**Sec. 2. ACCESS, DISCLOSURE, AND AMENDMENT**

See Board Policy PG-3.23 (Student Records), Part 2: Access, Disclosure, and Amendment.

With respect to special education records, Life School must keep a record of parties obtaining access to records collected, maintained, or used under the IDEA (except access by parents and authorized Life School employees), including:

1. The name of the party accessing the record;
2. The date access was given; and
3. The purpose for which the party is authorized to use the records.

*34 CFR § 300.614.*

**Sec. 3. DIRECTORY INFORMATION**

See Board Policy PG-3.23 (Student Records), Part 3: Directory Information.

**Sec. 4. INFORMATION FROM LAW ENFORCEMENT**

See Board Policy PG-3.23 (Student Records), Part 4: Information from Law Enforcement.

**Sec. 5. SPECIAL EDUCATION ELIGIBILITY FOLDER**

Life School must maintain an eligibility folder for each student receiving special education services, in addition to the student's cumulative record. The eligibility folder must include, but need not be limited to:

1. Copies of referral data;
2. Documentation of notices and consents;
3. Evaluation reports and supporting data;
4. Admission, review, and dismissal committee reports; and
5. The student's individualized education program ("IEP").

*19 TAC § 89.1075(a).*

Nothing in the Individuals with Disabilities Education Act (“IDEA”) will be construed to require that additional information be included in a student’s IEP beyond what is explicitly required in section 624 of the IDEA. *34 CFR § 300.320(d)*.

**Sec. 6. SCHOOL PERSONNEL AND THE IEP**

**a) *Access to the IEP***

Life School must ensure that:

1. A student’s IEP is accessible to each regular education teacher, special education teacher, related services provider, and any other service provider who is responsible for its implementation;
2. Each teacher and provider described in item 1 is informed of:
  - a. The teacher or provider’s specific responsibilities related to implementing the student’s IEP and
  - b. The specific accommodations, modifications, and supports that must be provided for the student in accordance with the IEP; and
3. Each teacher who provides instruction to the student has an opportunity to request assistance regarding implementation of the IEP.

*34 CFR § 300.323(d); 19 Tex. Admin. Code § 89.1075(c)*.

**b) *Teacher request for review of IEP***

Life School must develop a process for use by a teacher who instructs a student with a disability in a regular classroom setting:

1. To request a review of the student’s IEP;
2. To provide input in the development of the student’s IEP;
3. That provides for a timely school response to the teacher’s request; and
4. That provides for notification to the student’s parent of that response.

*Tex. Educ. Code 29.001(11); 19 Tex. Admin. Code § 89.1075(d)*.

**Sec. 7. ACCESS TO RECORDS UNDER THE IDEA**

The IDEA grants parents the right to inspect and review all educational records with respect to the identification, evaluation, educational placement, and the provision of FAPE to the child. *34 CFR § 300.501(a)*. Life School must permit parents to inspect and review any education records relating to their children that are collected, maintained, or used by the district under the IDEA. Life School

must comply with the request without unnecessary delay and before any meeting regarding an IEP, any due process hearing, or resolution session, and in no case more than 45 days after the request has been made. *34 CFR § 300.613(a)*.