

**NORTHWEST KANSAS EDUCATIONAL SERVICE CENTER  
Student Services**

**NOTIFICATION OF SCHOOL RECORDS LOCATION**

Student Name: \_\_\_\_\_

If you have questions about your child's special education program, please feel free to contact the following:

--Special Education Teacher/Consultant: \_\_\_\_\_

--Building Principal: \_\_\_\_\_

In order to provide your child with an appropriate and consistent educational program, we need to maintain quality school records. The types of records maintained and the location of each are as follows:

<u>Type</u>	<u>Location</u>	
1. <b><u>General Directory Information</u></b> (All general enrollment types of information)	Building	Room
2. <b><u>Cumulative Records</u></b> (Standard factual information gathered on students)	Building	Room
3. <b><u>Confidential Records</u></b> (Data & documentation related to special comprehensive evaluations and special programming services)	Building	Room
4. <b><u>Other</u></b> (Such as health records, infant-toddler records, etc.)	Building	Room

If you ever want to inspect or review these records, please contact \_\_\_\_\_ and/or the records custodian at your child's school for assistance. Federal Regulation (EHA 34 CFR 300.572(b)) states that "One official at each participating agency shall assume responsibility for ensuring the confidentiality of any personally identifiable information."

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Parent/Legal Guardian Signature Date

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Special Education Staff Signature Date

**INCLUDE IN ALL FILES**