

**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. <u>General Directory Information</u> (All general enrollment types of information)	_____	
	Building	Room
2. <u>Cumulative Records</u> (Standard factual information gathered on students)	_____	
	Building	Room
3. <u>Confidential Records</u> (Data & documentation related to special comprehensive evaluations and special programming services)	_____	
	Building	Room
4. <u>Other</u> (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."

Parent/Legal Guardian Signature Date

Special Education Staff Signature Date

INCLUDE IN ALL FILES

Distribute to:
White: Confidential File
Pink: Parent/Legal Guardian

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