

## Webinar Q & A

August 8, 2017

- 1. What information should be saved indefinitely for students exiting special education? Our system routinely keeps the DEC 6 - consent, the most recent prior written notice, and most recent psychological. Is this sufficient? Should we save the cognitive testing protocol as well as the psychological or any other special education forms?**

The *Policies* do not specify the particular EC documents that should be retained; nor the timeline for which those documents have to be maintained. However, we can refer to the Destruction of Information policy to help gain a framework for problem-solving the questions noted above.

*NC 1505-2.15 Destruction of Information*

*(a) The LEA must inform parents when personally identifiable information collected, maintained, or used under these Policies is no longer needed to provide educational services to the child.*

*(b) The information must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.*

*(c) The LEA shall inform parents that the personally identifiable information to be destroyed may be needed by the parent or the child for social security benefits, legal defense, or other purposes. At the parent's request, a copy of the record shall be provided.*

There are times when former students request access to documents from the EC file (social security benefits, legal defense, etc.). The last evaluation/eligibility/psychological report, last IEP, and Summary of Performance would document the student's disability, the types of services received and the assessment data those decisions were based upon. Cognitive testing protocol would not necessarily be helpful; however, the report that interpreted those results would be more beneficial.

LEAs should consider carefully any local policies regarding the records that must be retained and maintained. The local record retention policy should take into consideration the proper notification to the public when personally identifiable information will be destroyed and the process in which the public may request a copy of the EC record prior to destruction.

- 2. If possible, please include guidance on House Bill 149 in the upcoming webinar. I have received multiple questions from directors.**

*See the attached document: MTSS Assessment Guidelines*

- 3. Please provide guidance re the FPD 208s for PRCs 082, 114, 118, and 119. It would be great to confirm if we should submit FPD 208s based on the funds currently in those budgets and expected timeframes when the SY1718 allotment will be provided, should our applications (as applicable) be approved.**

*The FPD 208 form was not requested to be completed from the EC Division. The codes referenced are targeted assistance (PRC 082-SIP, 114-Risk Pool, 118-PBIS, RS, AU and 119-*

*Preschool). The form is not associated with IDEA grants. However, it is a Federal form through 21<sup>st</sup> Century Community Learning center. [www.dpi.state.nc.us/21cclc/resources/state-guidance/?&print=true](http://www.dpi.state.nc.us/21cclc/resources/state-guidance/?&print=true)*

**4. Where can we find memos on the EC website?**

The EC memos can be found by following this link:

<https://ec.ncpublicschools.gov/ec/policies/nc-policies-governing-services-for-children-with-disabilities/ncdpi-communication>

The memos are filed by the year in which they were issued. The search tab in the top right corner of the webpage can assist users in refining a search for a particular document.