

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

SEPTEMBER 11, 2009

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION



SUBJECT: PAPERWORK TIMELINES FOR SUBMITTING INFORMATION TO
RECORDS DEPARTMENT

Introduction:

Each decision in the special education process is documented in the special education paperwork related to that decision, i.e. evaluation, eligibility, IEP development, progress reporting and other processes such as manifestation determinations. Each such component of the special education process and implementation of services are important decisions that are mandated to be reflected in appropriate paperwork. The responsibility of the case manager is not complete until all documents regarding any particular decision are archived by records.

Zangle and the IEP Program Serving as System of Record

As we are all aware, Zangle has been implemented by ASD this school year. With its implementation, the IEP program now becomes the system of record for special education records. Three important considerations discussed below dictate that **all special education paperwork be sent to records expeditiously within 3-5 business days of completing the meeting referenced by the paperwork:**

1. A school district is required to maintain special education records for use by appropriate school personnel and also for retrieval of copies or access by parents or guardians of students with disabilities.
2. Until a file has been archived, the special education records in the IEP program are not considered official records. All official reports prepared by the District (funding reports, student count reports, etc.) are dependent upon the accuracy of archived information.
3. There is no reason for delay in sending documents to records for archiving and such practices can interfere with the access of parent, guardian or student to records and consequently interfere with their participation in the development of a special education program for the student.

Paperwork Quick Reference to SpEd Records

	Signature Page	Meeting Attendance (If applicable) Pg. 1 and/or 7 for students on non-diploma track	Consent for Eval (if applicable) for additional testing Page. 1 (Secondary) Parent Signature if applicable	Other documents-if applicable (protocols, private provider reports)
Amendment	✓	✓	✓	✓
Annual Review IEP	✓	✓	✓	✓
3-YR Evaluation				
Referral			✓	
Eligibility	✓	✓		✓
IEP	✓	✓	✓	✓
Initial Evaluation				
Referral			✓	
Eligibility/ESER	✓	✓		✓
IEP	✓	✓	✓	✓
Out of District				
Eligibility				OOD Elig. Report including signature page
IEP/Amended IEP	✓	✓	✓	✓
				Copy of OOD IEP & other
Manifestations	✓			
Behavior Plan/FBA	✓			
Transfer of Rights	✓			
PWN (when not attached to any of the above)				Send in PWN so it can be scanned