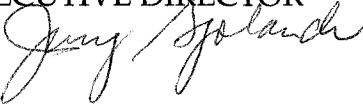


ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

OCTOBER 16, 2007

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

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION 

SUBJECT: FILING POSITIVE BEHAVIOR SUPPORT PLANS, FUNCTIONAL
BEHAVIOR ASSESSMENTS, KID FOCUS MEETING NOTES AND
MANIFESTATION DETERMINATION RECORDS

The official records custodian for all 504 Plans and Special Education Records is the Special Education Records Department located at the ASD Education Center, 5530 E. Northern Lights Blvd, Anchorage, Alaska.

This memo is written as a reminder that all of the following documents should be sent to Special Education Records for inclusion in the student's file;

1. All 504 plans and related documents included eligibility determinations, information from independent sources such as physicians and mental health practitioners, any Notice of Proposed Action, any accommodation plans and behavior plans;
2. All special education documents including ESERs, IEPs, progress reports, independent evaluations and Prior Written Notices; and
3. All FBAs, Positive Behavior Support Plans, Kid Focus Meeting Notes and Manifestation Determination records.

If you have questions regarding whether documents should be placed in the student's permanent 504 or special education file, please contact your teacher consultant (regarding special education records questions) or Coordinator Burl Oliver (regarding 504 records questions) at 742-4293.