

ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

March 6, 2006

TO: SPECIAL EDUCATION ADMINISTRATORS,
PRINCIPALS, SPECIAL EDUCATION TEACHERS
REGISTRARS, ADMINISTRATIVE ASSISTANTS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR, SPECIAL EDUCATION

SUBJECT: SPECIAL EDUCATION INFORMATION IN CUMULATIVE FILES

There continues to be discussion regarding whether special education information should or should not be part of a student's cumulative record.

Special education staff are directed to file a copy of the most current IEP in the student's cumulative file. ONLY the IEP, no other special education records, should be in the cumulative file. Psychological, medical, or psychiatric reports generated by this district, another district, or another agency should not be in the cumulative file. They should be filed in the special education central record file at Boniface Center.

Having the IEP in a student's cum file is intended to alert all school personnel, general and special education teachers as well as administrators, that the student should be receiving special education services. More detailed information about the student can be found in the IEP program or by accessing the information in Special Education Records.

Cc: Carol Mell