



Administrative Procedure 5006  
MAINTENANCE OF SPECIAL EDUCATION RECORDS

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**Responsible:** Office of Student Services' Compliance Department; Student Accounting Department

**PURPOSE**

This administrative procedure describes the process in which special education records will be maintained in the Washoe County School District ("District" or "WCSD").

**PROCEDURE**

1. The expectation is that all special education records for a student are maintained in District's records management system (OnBase), which is also the electronic Individualized Education Plan (IEP) file storage system. School staff, including school special education teachers, must scan and maintain all educational records upon receipt or creation. It is expected that all items are scanned into the electronic file the same day they are created or received; however, no later than one business day. To ensure that educational records are scanned and uploaded into OnBase the following shall occur:
  - a. A report will be generated from the Office of Information and Technology in which all IEP and eligibility events that have been locked in Accelfy and synced to Infinite Campus but not scanned into OnBase. The report will be sent to the Compliance Department who will send the report to the Implementation Specialist (IS) for each school.
  - b. The Implementation Specialist (IS) for each school will receive the weekly report from support personnel in the Compliance Department. With that report, the following will occur:
    - i. The IS will email the case manager requesting that the documents be scanned and uploaded into OnBase within one (1) working day. The IS will copy their Instructional Coordinator and school principal on the email.
      1. If the case manager is able to scan and upload the document within one (1) working day, the IS will update the report to reflect that the document has been uploaded.
      2. If the case manager does not respond to the request in two (2) business days, the IS will forward the email request to the Instructional Coordinator who will email the school principal directly and make the request for the document to be scanned into OnBase within one (1) day.

3. If the school principal does not respond to the request in two (2) business days, the Instructional Coordinator will email the Area Superintendent and Executive Director so that they are able to follow up with the principal.
- ii. If the document is unable to be located, the following shall occur:
    1. In an email, the Principal will need to notify the Compliance Department and Student Accounting. The Area Superintendent and Executive Director must be copied on this email.
    2. All steps must be taken to attempt to locate the missing records, including:
      - a. The principal will review all possible onsite locations and paperwork in order to look for the missing documents.
      - b. The principal will need to ask the family if they have a copy of the record.
      - c. If nothing can be found, the IEP team will need to reconvene to hold a new meeting (either IEP or eligibility meeting) to discuss all the issues and decisions decided by the team that was reflected in the previous document that has gone missing.
  2. If it is discovered that the records have been destroyed or lost, the Compliance Department will work with the Office of Student Accounting to follow appropriate reporting procedures.

## **DEFINITIONS**

1. Accelify: The computer program used to generate Individualized Education Plans.
2. OnBase: The document management system.

## **IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS**

1. This Administrative Procedure complies with the District's strategic plan and aligns/complies with the governing documents of the District, to include:
  - a. Board Policy 5000 – Student Records and Information

## REVIEW AND REPORTING

1. This procedure and any accompanying documents will be reviewed bi-annually in even numbered years.

## REVISION HISTORY

Date	Revision	Modification
9/26/2018	1.0	Adopted