

Special Education Records

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
J-22-A	1	Annual Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent		4 Years	Permanent
J-50-A	1	Annual Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-18/19-C-A (J-19-A) Supplement (County)	1	Annual Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-22-A	1	Annual Report of Attendance for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-A (J-18-A) Supplement (County)	1	Annual Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Master Plan for Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-2728-A	1	Annual Report of Attendance for Students Residing in the District/County Superintendent Report of Schools and Classes Maintained	Permanent	Permanent		4 Years	Permanent
J-141-S /SACS TRAN	1	Annual Report of Special Education Transportation Expense	Permanent	Permanent		4 Years	Permanent
J-201-SEA	1	Special Education Revenue Allocation	Permanent	Permanent		4 Years	Permanent
	1	Application for Developing a Local Education Agency Plan for Special Education	Permanent	Permanent		4 Years	Permanent
SE-65	1	Application to Renew Program Approval for Program for Educationally Handicapped	Permanent	Permanent		4 Years	Permanent
	2	Assessment Plan/Reports	3 Years	Permanent	Possible Litigation	4 Years	Permanent
CD-1400	1	Attendance and Fiscal Report for Special Programs for the Severely Handicapped	Permanent	Permanent		4 Years	Permanent
J-67	1	Certification of Total Income, Attendance and Transportation for Development Centers for Handicapped Pupils	Permanent	Permanent		4 Years	Permanent
	1	Child-by-Child Plan: Basic Diagnostic Data	Permanent	Permanent		4 Years	Permanent
J-66	1	Cost Data Report for Development Center for the Handicapped Pupils Program	Permanent	Permanent		4 Years	Permanent
794-017	1	Final Expenditure and Performance Report for P.L.94-142	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Handicapped Pupils Attending ROC/P	Permanent	Permanent		4 Years	Permanent
J-50-P1	1	First Period Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-22-P1	1	First Period Report for Special Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P1 (J-19-P1) Supplement (County)	1	First Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P1 (J-18-P1) Supplement (County)	1	First Period Report of Elementary Attendance for County Superintendent of schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-2728-P1	1	First Period Report of Attendance for Students Residing in the District/County Superintendent Report of Schools and Classes Maintained	Permanent	Permanent		4 Years	Permanent
OE-9058	1	Handicapped Children Receiving Special Education and Related Services	Permanent	Permanent		4 Years	Permanent
	3	Individualized Education Program	3 Years	Permanent	Possible Litigation	-	--
OE-9055-1	1	Incentive Grant Application Under Part B of the Education of the Handicapped Act, as Amended by P.L.94-142	Permanent	Permanent		4 Years	Permanent

NOTE: Also refer to Pupil Personnel Services Records

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

-- Feasibility to Microfilm at District Discretion

Special Education Records ... continued

Form No. (If Any)	Class	Record Title	Required			**If Imaged**	
			Hard Copy Retention	Recommended Retention	Reason For Recommended Period	Hard Copy Retention	Media Retention
SED86-02	2	Interagency Implementation of Chapter 265 Government Code Data Report	4 Years	5 Years	Final Audit	--	--
	2	Licensed Children Institution Emergency Impaction Funds Request	4 Years	5 Years	Final Audit	--	--
	2	Low Incidence Directory (per E.C. Section 56137, collected every 2 years.)	4 Years	5 Years	Final Audit	--	--
	2	Parent Consent for Release of Information	3 Years	Permanent	Possible litigation	--	--
	2	Parent Notification of Meeting and Intent to Participate	3 Years	Permanent	Possible litigation	--	--
	2	Parent Rights and Procedure Safeguard	3 Years	Permanent	Possible Litigation	--	--
R-1	1	Private School Affidavit	Permanent	Permanent		4 Years	Permanent
	2	Record of Local Review and/or Referral	3 Years	Permanent	Possible Litigation	--	--
	2	Registration of Visually Handicapped Students	4 Years	4 Years	--	--	--
J-65	1	Report of Attendance for Development Centers for the Handicapped	Permanent	Permanent		4 Years	Permanent
	1	Report of Special Education Due Process Hearings	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for Handicapped Pupils Attending an ROC/P	Permanent	Permanent	--	--	--
J-50-P2	1	Second Period Report for Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
J-22-P2	1	Second Period Report for the Gifted Supplement and Talented Program	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P2 (J-19-P2) Supplement (County)	1	Second Period Report of Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-18/19-C-P2 (J-18-P2) Supplement (County)	1	Second Period Report of Elementary Attendance for County Superintendent of Schools for Education of Students in County Operated Community Schools and Special Education Programs	Permanent	Permanent		4 Years	Permanent
J-27/28-P2	1	Second Period Report of Attendance for Students in the District/County Superintendents Report of Schools and classes maintained	Permanent	Permanent		4 Years	Permanent
J-50 Series	1	Second Principal Apportionment Special Education Forms for School Districts, County Offices of Education, and Special Education Local Plan Areas	Permanent	Permanent		4 Years	Permanent
	1	Selva Special Education Funding Exhibit New Funding Model	Permanent	Permanent		4 Years	Permanent
SE 06-90	2	Special Education End-of-Year Report	4 Years	5 Years	Final Audit	--	--
	2	Special Education FRZ Forms	4 Years	5 Years	Final Audit	--	--
J-50	1	Special Education Master Plan	Permanent	Permanent		4 Years	Permanent
	2	Special Education Program Review Evaluation Report	4 Years	5 Years	Final Audit	--	--
R-30 SE	1	Special Education Pupil Count	Permanent	Permanent		4 Years	Permanent
776-001	3	Special Materials and Equipment Report (For Disabled Students)	3 Years	4 Years	Timing/Fiscal Year	--	--
	3	Structured Interview Guide for Special Education Programs in California	3 Years	4 Years	Timing/Fiscal Year	--	--
	1	Survey of Special Education Programs	Permanent	Permanent		4 Years	Permanent
OSE-01	2	Waiver Request	4 Years	4 Years	--	--	--
J-66-W	3	Worksheet for Cost Data Report for Development Centers for the Handicapped Pupils Program	3 Years	4 Years	Timing/Fiscal Year	--	--
J-141-SW /SACS TRAN	3	Worksheet for Special Education Pupil Transportation Data Report	3 Years	4 Years	Report is Class 1 (7 Yr. Statute of Limitations)	--	--

NOTE: Also refer to Pupil Personnel Services Records

Class 1 -Permanent Records

Class 2 -Optional Records

Class 3 -Disposable Records

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