

CHARTER SCHOOL INSTITUTE

RECORDS GUIDANCE

Student records shall be maintained in accordance with the federal Family Educational Rights and Privacy Act of 1974. The Colorado Open Records Act, and the Colorado Children's Code Records and Information Act. Parents and students, if they are eighteen years of age or older, may have access to their education records. Each individual's right to privacy shall be protected by limiting the transferability of education records without consent of the parent or eligible student except as otherwise provided by law.

The Director of Exceptional Student Services is the records custodian for all special education records from the Charter School Institute's authorized schools, regardless of the school which a student attends. School-based special education records shall be kept separately from the cumulative file.

Special education records will be destroyed when the student turns 22 years old. Copies of these records should be requested prior to the time of destruction. This policy will be posted on the Charter School Institute website at www.csi.state.co.us.