**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 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 written consent of the parent or eligible student except as otherwise provided by law.

The Director of Special Education is the records custodian for all special education records from the Charter School Institute’s authorized schools. School-based special education records shall be kept separately from the cumulative file at the school.

Special education records will be destroyed five years\* after all special education services and/or special education and related services have ended or five years from the date the student last attended a CSI school. Copies of these records may be requested from the School prior to the time of destruction, and prior notice of the proposed destruction will be posted on the CSI or school website at [www.csi.state.co.us](http://www.csi.state.co.us) and in a general school newsletter circulation.

\*(If a student requiring special education services withdrew or graduated from the CSI School five years ago, associated special education records are under evaluation for destruction. If you, as the former student with a disability or the parent of a student with a disability, would like to request access to and/or copies of your records or your child’s records prior to destruction, please contact the CSI School where your child last attended and the Charter School Institute at 303-866-3299. If we do not hear from you, those special education records may be permanently destroyed pursuant to the school district’s records retention policy.)