

**South Coast Education  
Service District**

Code: **IGBAB/JO**  
Adopted: 5/10/11  
Readopted: 7/12/12  
Reviewed: 9/25/17  
Readopted: 2/13/18  
Orig. Code(s): IGBAB/JO

**Education Records/Records of Students with Disabilities\*\***

Education records are those records maintained by the ESD that are directly related to a student.

The ESD shall maintain confidential education records of students in a manner that conforms with state and federal laws and regulations.

The K-12 student's permanent special education files are maintained by the local school district. Permanent records for children birth-to-5 are maintained by EI/ECSE program until the student transitions to kindergarten.

Records requested by another district to determine a student's appropriate placement may not be withheld.

The ESD shall give full rights to education records to either parent, unless the ESD has been provided legal evidence that specifically revokes these rights. Once the student reaches age 18 those rights transfer to the student.

A copy of this policy and administrative regulation shall be made available upon request to parents and students 18 years or older or emancipated and the general public.

END OF POLICY

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**Legal Reference(s):**

[ORS 30.864](#)  
[ORS 107.154](#)  
[ORS 326.565](#)  
[ORS 326.575](#)

[ORS 339.260](#)  
[ORS 339.270](#)  
[ORS 343.177\(3\)](#)

[OAR 166-400-0010 to 166-450-0010](#)  
[OAR 581-021-0220 to -0430](#)  
[OAR 581-022-1660](#)  
[OAR 581-022-1670](#)

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1400 - 1427 (2006).

Family Educational Rights and Privacy Act of 1974, 20 U.S.C. § 1232g (2006); Family Educational Rights and Privacy, 34 C.F.R. Part 99 (2006).

Assistance to States for the Education of Children with Disabilities, 34 C.F.R. § 300.501 (2006).