

**Sec. 1.     EDUCATION RECORDS IN GENERAL**

Student records shall be maintained for each student from the time the student is in attendance at Triumph Public High Schools until withdrawal or graduation from Triumph Public High Schools. These records shall move with the respective student from campus to campus. Records for students not in attendance and/or withdrawn students and graduates shall be retained for the period of time required by law. No permanent records may be destroyed without explicit written permission from the Superintendent.

For additional information on Triumph Public High School's general education record policy, please see Module 3 (Students).

**Sec. 2.     ACCESS TO RECORDS UNDER THE IDEA**

The IDEA grants parents the right to inspect and review all educational records with respect to the identification, evaluation, educational placement, and the provision of FAPE to the child. 34 CFR § 300.501(a). Triumph Public High Schools must permit parents to inspect and review any education records relating to their children that are collected, maintained, or used by the district under the IDEA. Triumph Public High Schools must comply with the request without unnecessary delay and before any meeting regarding an IEP, any due process hearing, or resolution session, and in no case more than 45 days after the request has been made.

*34 CFR § 300.613(a).*