

# NATCHAUG HOSPITAL POLICY AND PROCEDURE MANUAL

## *TITLE: INDIVIDUAL STUDENT RECORDS*

*Policy#: 1.5*

*Section: Community Programs*

*Subsection: School Programs*

### **Purpose:**

To provide information regarding the student record.

### **Scope:**

School

### **Policy:**

Natchaug Hospital School shall maintain a written record for each student which shall include administrative, treatment and educational data from the time of admission until the time the student leaves the facility. When children placed by a local school district or other public agency are discharged from a private facility, that facility shall ensure that all records are forwarded to that public agency.

Parents/guardians are informed that a copy of their student's records is maintained within the agency and they are granted access to a copy within with five business days' notice at no cost. Natchaug Hospital School will also inform the local education agency that they are maintaining a copy of the student's record.

Natchaug Hospital maintains, as a minimum, the following information:

- a copy of the individualized education plan (IEP) proposed by the local education agency (LEA) prior to referral and at least annually thereafter, indicating current levels of performance, accommodations/modifications; specialized instruction, supports and services (and, as appropriate, a behavior intervention plan (BIP) and a language and communication plan) developed by the planning and placement (PPT) as required to provide a free appropriate public education.
- reports of student progress toward achieving the objectives in the IEP that are aligned with reporting dates as determined by the PPT indicated on the student's IEP.
- consent forms signed by the parent(s)/guardian(s) allowing the facility to authorize all prescribed medical treatment. When a private facility conducts routine screenings, (i.e., hearing/vision or provides immunizations required by statute to students) consent forms must also be maintained;
- cumulative health records;
- evaluation records; and
- required documentation needed to inform required data collections (i.e., Teacher-Course Student [TCS] data, attendance and membership data, in-school and out-of-school suspensions, incidents of the emergency use of restraint or seclusion, reports of injury [serious and non-serious] resulting from a restraint or seclusion, and reports of all other significant events that may require a PPT).

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Replaces:

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