


ANCHORAGE SCHOOL DISTRICT
ANCHORAGE, ALASKA

MEMORANDUM

OCTOBER 16, 2007

TO: SPECIAL EDUCATION AND RELATED SERVICES
ADMINISTRATORS, STAFF AND TEACHERS

FROM: JERRY SJOLANDER, EXECUTIVE DIRECTOR
SPECIAL EDUCATION 

SUBJECT: RETAINING ELECTRONIC INFORMATION RELATED TO 504 AND
SPECIAL EDUCATION PLANS AND DISCIPLINE OF STUDENTS
RECEIVING SPECIAL EDUCATION SERVICES OR ON 504 PLANS

The Anchorage School District is currently a defendant in a federal class action lawsuit filed by the Alaska Disability Law Center. **As a result of a change in court rules, we have been advised by counsel that the following electronic information must be maintained by all personnel:**

1. Electronic copies of all 504 plans and their changes for any student who had or has a 504 plan;
2. Electronic copies of all manifestation determinations for special education and 504 students – for special education students, many of these are located on a separate server; however, some school teams complete the form themselves. Any electronic copies of the manifestation forms must be maintained
3. Electronic copies of all functional behavior plans, positive behavior support plans and Kid Focus notes for special education and 504 students must be maintained;
4. Any electronic notes regarding the discipline decisions of special education or 504 students.

This is a very expansive list. If electronic data regarding any of the above categories is still available to you, you should electronically preserve that data. The primary issue is retaining that data and not destroying it by deleting it.

Please send any inquiries to my office at 742-4236.