

Purge Plan

ALL FILES:

updated goals
case conference notices
team planning sheets
gen ed progress notes
classroom work samples
504 info
RTI info (if original, send it back to the school)
observation sheets
consents for evaluation
early childhood intake – after 1st grade
preschool screening - after 1st grade
sensory / motor skills checklist - after 1st grade
re-eval planning sheets
referral form 1 (old initial evaluation form)
protocol pages that have no writing on them
First Steps reports (after student is in 1st grade)
Duplicate IEPs
ISTART 7 IEPs – keep parent permissions though
outdated release of information permissions (older than 3 years)

INACTIVES: *(all the above +)*

Entire files of those who were never placed – 3 years
Entire files of those who NEVER had a therapy - 3 years

GRADUATES: *(all the above +)*

Entire files of those who NEVER had a therapy
All protocols

KEEP:

Medicaid permissions for 7 years (2008 - 2012)
Psych reports prior to 2012