

**UT TYLER UNIVERSITY ACADEMY
BOARD POLICY MANUAL
POLICY GROUP 6 - SPECIAL EDUCATION
RECORDS**

PG-6.26

Sec. 1. EDUCATION RECORDS IN GENERAL

Student records shall be maintained for each student from the time the student is in attendance at UT Tyler University Academy until withdrawal or graduation from UT Tyler University Academy. 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 Records for students not in attendance and/or withdrawn students and graduates shall be retained for the period of time required by law.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 UT Tyler University Academy 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 C.F.R. § 300.501(a). UT Tyler University Academy 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. UT Tyler University Academy 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 C.F.R. § 300.613(a).

BOARD ADOPTED: 05/14/2026