October 10, 2019

MEMORANDUM

TO:    City and County Superintendents of Education

FROM: Eric G. Mackey
       State Superintendent of Education

RE:    Special Education Records

As you know, the Alabama State Department of Education (ALSDE) is moving our student information system to PowerSchool. This will take place in the summer of 2020 for the upcoming school year. Seven years of active special education records will migrate to Special Programs in PowerSchool. Five years of inactive special education records will transfer as well. Because of the requirements that some records be kept permanently, local education agencies (LEAs) are asked to determine if they are relying on the electronic copy as their “official record” for purposes of record retention. If the electronic copy in SETS is the official copy, you will need to download records beyond the records that will be migrated that you will need to maintain pursuant to the LEA Records Disposition Authority. If you have any questions about records maintenance, please contact Ms. Becky Hebert with the Alabama Department of Archives and History at (334) 353-5039. She can also answer questions about how to properly archive permanent records.

We appreciate all that you do for students with disabilities and also look forward to the possibilities with our new student information system.

EGM/CR/BJ

cc:    City and County Special Education Coordinators
       Dr. Daniel Boyd
       Dr. Elisabeth Davis
       Mrs. Susan Crowther
       Ms. Gail Comins
       Ms. Crystal Richardson

FY20-2006