

## **File Maintenance Guidelines for the SLP**

**Permanent File** – This contains limited information. The school district maintains this file. Nothing produced by the SLP goes in this file.

**Temporary File** – This contains grades, progress reports, discipline, special ed. information, and ALL INFORMATION THE SLP PRODUCES, including test protocols. Each district or school will determine where the temporary files are located. A copy of progress reports should be placed in this file. If a S/L only student is dismissed from services, a copy of the termination form should be placed in this file. The SLP should shred any duplicative information. **\*\*These are often referred to as "special education files."** Ask your building administrator and/or special education administrator what you should add to the temporary file, especially since TCSEA began moving toward "paperless" IEPs in fall 2019.

**SLP Working File** – This may include a copy of the IEP or parts of it, progress notes, phone and e-mail contacts, personal notes.

**Each SLP is responsible for keeping "Speech/Language-Only" IEP temporary files** for 5 years following either termination of services or the student's graduation from high school.

**At the end of the 5 years,** the SLP needs to make these temporary files available to parent/guardian. The SLP can notify each set of parents individually in writing, or in a group notice such as a newsletter.

Some parents/guardians will want to receive the file. Others will not. The SLP can destroy (shred) any files that are not picked up.

**See sample letter on the next page.**