**Section 401.210 General Requirements**

a) Every provider with one or more facilities or programs subject to this Part shall maintain the written program descriptions and the educational administration and organization plans described in Section 401.10, as well as the current, approved application for each affected program, and shall make these available to the public schools, parents and guardians of students and other interested individuals and organizations upon request.

b) Every provider subject to this Part shall maintain the following records:

1) Copies of this Part and the State Board of Education's rules for Special Education (23 Ill. Adm. Code 226) and make these available to staff and parents or guardians of students enrolled, so that these parties may be aware of rules that pertain to the education of students with disabilities served under Section 14-7.02 of the School Code;

2) A separate and current roster of students served in that provider's facility and programs pursuant to Section 14-7.02 of the School Code; and

3) Records of its administration, staff and physical facilities. Any changes shall be reported as required by Section 401.20.

c) All facilities, programs and records required, established or maintained pursuant to this Part shall be made available by the provider at any time, with or without prior notification, for inspection and evaluation by official representatives of the State Board of Education.

(Source: Amended at 42 Ill. Reg. 6471, effective March 21, 2018)