

RETENTION AND DESTRUCTION OF INFORMATION AND RECORDS

School districts must keep special education records for five (5) years after completion of the activities for which special education funds were used.

The district must notify parents when special education information is no longer needed to provide educational services to the student.

Special education information can then be destroyed at the request of the parents. However, a permanent record with the following information may be maintained without time limitation:

1. Student's Name
2. Student's Address
3. Student's Phone Number
4. Student's Grades
5. Student's Attendance Record
6. Classes Attended
7. Grade Level Completed
8. Year Completed

DESTRUCTION OF INFORMATION AND RECORDS

Special Education records on file for your son/daughter are no longer necessary to provide services. The district wishes to destroy these records. Please signify with your signature that you:

1. ____ Wish to have the special education student records of

(Student's Name)

2. ____ Wish to have the special education student records destroyed for

(Student's Name)

(Signature of Parent/Guardian; or Student (18 years or older))

(Date)

Please return form to: _____
(District Address)

By: _____
(Date)

The district assumes the right to destroy records unless otherwise notified.

(Administrator)