Notice of Destruction of Special Education Records

Date:

Attention Parents/Guardians, Former Students, Eligible (Adult) Students:

Special Education records which have been collected by the (name of School District) related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of five and one-half years after Special Education Services have ended for the student. Special Education services end when the student no longer is eligible for services, graduates, completes his or her educational program on June 30th of the year after he/she turns 21, or moves from the district.

This notification is to inform parents/guardians and former students of the (name of School District) intent to destroy the Specials Education records of students who ended Special Education Services during the (XXXX-XXXX school year). These records will be destroyed in accordance with state laws unless the parent/guardian or eligible (adult) student notifies the school district otherwise. After five and one-half years, the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitations services, college entrance, etc. The parent/ guardian or eligible (adult) student may request a copy of the records in writing or in person at the following address:

(School District’s mailing address and phone number)

Requests for copies must be received by (30-45 days after letter has been sent or “reasonable amount of time”). These records will be destroyed after \_\_\_\_\_\_\_\_\_\_\_\_.

Source – State of South Dakota Bureau of Administration Records Management Program, Local Schools Records and Destruction Schedule