

Destruction of Special Education Records: Notices to Parents

Destruction of Information Concerning Students with Disabilities Who Are Receiving or Who Have Received Special Education Services or Who Were Evaluated for Such Services

The District is required to notify parents and guardians when personally-identifiable information concerning students with disabilities, or students who were evaluated to determine the need for special education services, is no longer needed to provide educational services to the student (“no longer educationally relevant”). The District considers certain records to be no longer educationally relevant based on the following schedule:

All test protocols and other raw data used as part of an evaluation or reevaluation will be considered no longer educationally relevant at the conclusion of the school year during which the evaluation or reevaluation has occurred.

All IEP progress monitoring data will be considered no longer educationally relevant as of the date on which such data are reported to parents or guardians in a progress report or at the conclusion of the school year during which such data are collected, whichever is sooner.

All Permissions to Evaluate or Reevaluate, Invitations to IEP or Other Meetings and related documents, Evaluation or Reevaluation Reports, IEPs, Notices of Recommended Educational Placement and related documents, Complaint Investigation Reports, Mediation Agreements, and Hearing Officer Decisions will be considered no longer educationally relevant at the conclusion of the sixth year from the date on which the student graduates from High School, ceases residency in the District for reasons other than placement in a hospital or treatment facility, or attains age twenty-one, whichever is sooner.

Parents and guardians have the right to request, in writing, that the District destroy any or all records deemed no longer educationally relevant. The District, at its discretion, may also destroy such records without further notice to parents, guardians, or students. However, the District may maintain a permanent record of certain identifying information as allowed by law: name, address, phone number, grades, attendance record, classes attended, grade level completed, and year.