Notice of School District Special Education Records Destruction

Date: / /

Re: _____
(student name)

Birthdate: / /

The Community School District maintains a permanent record for all students which includes:

- Basic demographics (name, date of birth, gender, race/ethnicity, disability status, last known telephone number and address), and
- Official transcript
  - Evidence of attendance
  - Grades/marks attained in all courses and all grade levels
  - Dates of enrollment
  - Grade level completed
  - Year completed

The Community School district maintains a student's special education records as long as they are needed to provide educational services and for as long as they are needed to be available for audit purposes (at least five years after special education services end). The special education records are then destroyed.

I/we understand that parents/eligible students:

- *may request that records be destroyed when they are no longer needed by the school, or*
- *may request that records be released to them when they are no longer needed by the school.*

We further understand that there may be reasons (e.g., social security documentation) that student records should be maintained.

I/ we understand that _____:
(student name)

- *was/will be exited from special education services on:* / /
- *His/her special education records will be destroyed no earlier than:* / /
- *No further notice will be given.*

_____ _____
District Representative Parent/Guardian/Eligible Student