

Destruction of Student Records

Dear Parents/Guardians of Special Education Students:

As you know, over the years the Special Education Office maintains various student records for each child. Though some of these records must be permanently maintained as mandatory permanent records, other records that are no longer needed or useful may be disposed pursuant to law.

34CFR 300624(a) mandates that, “The public agency must inform parents when personally identifiable information collected, maintained, or used under this part is no longer needed to provide educational services to the child.” This letter will serve as notice to you that three years after your child leaves one of our programs, either through graduation, return to regular education, or a transfer to another program, we will destroy these records. If you are interested in having these documents, please make certain we have current mailing information so we can contact you when the time arrives. If we are unable to reach you, this letter will serve as notice that the records will be destroyed in the timeline indicated above.

Should you have any questions, please contact the SELPA office at 209.536.2040.

Thank you.