

## **Public Notice**

### **SIMPSON COUNTY SCHOOL DISTRICT**

#### **NOTIFICATION OF DESTRUCTION OF STUDENT SPECIAL EDUCATION RECORDS**

In accordance with the state and federal regulations implementing the individuals with Disabilities Education Act (IDEA), this is to inform the public of our intent to destroy personally identifiable information related to special education services.

Records to be destroyed are as follows:

- Individual Education Programs (IEPs)
- Evaluation Reports
- Test Protocols
- Notification of Meetings
- Notices of Action
- Conference Summary
- Review of Existing Data Summaries
- All other personally identifiable information within the special education file

The District is required to maintain records for a minimum of three (3) years from the date the child leaves the school district.

When Simpson County School District determines that educational records are no longer needed to provide services for a child with a disability, the Director of Special Education notifies the parent(s) to inform them of the date the records will be destroyed by:

- a) mailing a notice to the parent(s) at their last known address, or
- b) publishing a notice in the newspaper regarding the record destruction and the date the records will be destroyed.

The District may maintain a permanent record, without limitation, of a student's name, address, phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.

Please be advised that the records may be needed by the student or parent(s) for social security benefits or other purposes.

If you wish to maintain this information for your personal records, please notify the Director of Special Education at 270-586-8877.