

# **Destruction of Special Education Student Records**

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

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this notice is to inform you of Jenkins Independent School District's intent to destroy personally identifiable information related to special education services maintained on students, 24 and older who received special education services under an Individual Education Plan while attending Jenkins Independent Schools.

Please be advised that the records may be needed by you for social security benefits or other purposes.

If you wish to maintain this information for your personal records, please contact Student Support Services/ Special Education at (606) 832-2182. Information will be destroyed on July 6, 2020.

Records to be destroyed include:

- Individualized Education Programs (IEPs)
- Evaluation Reports – Test Protocols
- Notices of Action
- Review of Existing Data Summaries
- All other personally identifiable information within the Special Education file\*

The reason for destruction of the above listed items is because they are no longer needed to provide educational services.

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

You may contact the special education office at 606-832-2182 for more information.