

Dear Parent/ Guardian,

**Notice of Destruction of Special Education records**

In accordance with 34 C.F.R 300.624, the federal regulations under IDEA: a) the public agency (Mid-West School District) must inform parents when personally identifiable information is collected, maintained, or used under this part is no longer needed to provide educational services to the child.

Special Education records related to the identification, evaluation, educational placement, or the provision of special education in the District must be maintained under state and federal laws for a period for at least 6 years from (creation of the record/ 6 years upon satisfactory evidence of a student's graduation, completion of the District's program, or the student reaches the age of 27). The District intends to destroy special education records pursuant to this 6 year requirement, unless a parent/ guardian or eligible (adult) student notifies the district prior to destruction. A basis record of the student's attendance, academic transcript, and other required records will be maintained for 100 years. Special education records may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person at the following address, prior to destruction: Mid-West School District, 568 East Main Street, Middleburg, PA. 17842.

At this time all records of student who graduate or would have been in the graduating class of 2022 will be destroyed starting August 1, 2028. Each year further the next year will be destroyed (i.e. - Aug 1, 2029 Class of 2023). If you attended, or had a child that attended, and would like these records please contact us at the above address before August 1, 2028.

If you have any questions or concerns please call. Thank you.

Erin Slater

Supervisor of Special Education