

# **Destruction of School Records**

## **Retention/Destruction of Student Records - Special Education**

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this notice is hereby given that in accordance with 24CFR 300.573, Glendale School District may destroy the special education records of students who exited from any special education program.

Special education records, which have been collected by Glendale School District related to the identification, evaluation, educational placement, or the provision of the Special Education in the district, IU or charter school must be maintained under state and federal law for a period of seven (7) years after Special Education services have ended for the student. Special education services end when the student no longer is eligible for services, graduates, completes his or her educational program at age 21, or moves from the School District, Intermediate Unit, or Charter School.

After seven (7) years, the records are no longer useful to the School District, Intermediate Unit or Charter School and will be destroyed in accordance with state and federal law unless the parent/guardian or eligible (adult) student contacts the responsible district that the parent/guardian or eligible (adult) student wishes to maintain the information as a personal record. These records may be useful to the parent/guardian or former student when applying for post-secondary education/training, benefits or social services.

Records including student's name, address, grades, attendance, dates attended, grade level completed and year completed may be destroyed after seven (7) years have passed from the student's 21st birthday.

If you wish to request records or need additional information you may contact Glendale's Special Education office at (814) 687-5040.

Destruction will proceed after the seven years has passed, when parents/guardians or eligible (adult) students have not requested records in accordance with the responsible school district's, Intermediate Unit's or Charter School's Notice of Destruction of Special Education Records.