

NOTICE OF SPECIAL EDUCATION RECORDS DESTRUCTION

In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this notice serves as our intent to destroy personally identifiable information related to special education services maintained in the Carter County School District Special Education records of students.

The school district is required to maintain records for a minimum of three (3) years from the date the child was discharged from services or he/she graduated.

These records may include:

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

The above listed items will be destroyed because they are no longer needed to provide educational services as it has been longer than three (3) years since this individual has received special education services through the Carter County School District.

Please be advised that these records may be needed by the student or parent for Social Security benefits or other purposes in the future. If you would like copies of this information for your personal record, please notify us upon receipt of this notice; otherwise, the information will be destroyed.

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

You may contact the Carter County Schools Special Education Department at (606) 474-6696 ext. 20212 for more information.