

Notice of Destruction of Special Education Records

February 3, 2011

Attention Parents/Guardians, Former Students, Eligible (Adult) Students

Special Education records which have been collected by the North Schuylkill School District (NSSD) 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 of seven years after Special Educational services have ended for the student. Special Education services end when the student no longer is eligible for services, graduates, completed his or her educational program at age 21 or moves from district.

This notification is to inform parents/guardians and former students of North Schuylkill School District's intent to destroy the Special Education records of students who are no longer receiving Special Education services for at least seven (7) years beyond the age of twenty-one (21). These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise.

After seven years, the records are no longer useful to the district, but they 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:

North Schuylkill School District
Special Education Department
15 Academy Lane
Ashland, PA 17921

The district may charge \$0.10 per copy for single sided pages for personal use and \$0.25 per copy for Right to Know requests.