

## Notice of Destruction of Special Education Records

In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform you of our intent to destroy personally identifiable information related to special education services and records maintained in the Menifee County Schools. All records for students who attended any Menifee County public school prior to 06/30/17 or who were born before January 1, 1999 will be destroyed in July 19, 2021.

If you wish to maintain this information for your personal records, you need to notify us upon receipt of this notice; otherwise, the information will be destroyed after the week of July 19, 2021. Please be advised that the records may be needed by the student or the parent(s) for social security benefits or other purposes.

Records to be destroyed are as follows:

- 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 reason for destruction of the above listed items is because they are no longer needed to provide educational services as it has been more than three (3) years since this individual has received special education services at Menifee County.

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.

The school is required to maintain records for a minimum of three (3) years from the date the child no longer received special education and related services. Copies of records are offered to graduating students and will be maintained for three (3) years.

You may contact the records office at Menifee County Schools at 606-768-8002.

Sincerely,

Joshua Kincaid