

<b>Category:</b> <b>6000 - INSTRUCTION</b>	<b>Policy Number:</b> <b>6780</b>
<b>Policy Title:</b> <b>Special Education Records – Disposal of</b>	<b>Effective Date:</b> <b>December 18, 2013</b>

Effective August 1, 2013, districts will maintain educational and fiscal records, including eligibility documentation, IEPs, Consents, and Written Notices, for at least six (6) years after disenrollment from the district to demonstrate fiscal accountability and program compliance with the IDEA 2004 requirements. The district will maintain educational records, including eligibility documentation, IEPs, Consents, and Written Notices, until such time when the district has been given written consent from the parent(s) and/or adult former student to destroy the records or has released them to the parent(s) and/or adult former student. If consent from the parent(s) and/or adult former student is not granted or the district is unable to release the records to the parent(s)/adult former student, the district must maintain the records until such time when the district has received consent to destroy the records from the parent(s) and/or adult former student or has released them to parent(s) and/or adult student.

When informing the parent(s) and /or adult former student of his or her rights, the district will remind the parent(s) and/or adult former student that the records might be needed for Social Security benefits or other purposes in the future.

Written records of individual students are confidential and will be shredded or burned with written permission under supervision of the staff member responsible for the records if not released to the parent(s) and/or adult former student. The records manager will maintain a log that documents the date of destruction or release of records.

FERPA allows districts to maintain permanent records of limited identifying information, such as a student's name, address, phone number, grades, courses attended, immunization records, test scores, attendance record, grade level, and year completed without a time limitation. Any other personally identifiable information shall be destroyed at the written request of the parent(s) and/or adult former student.

Reference: Special Education Manual  
Policy 8540, "Student Records and Directory Information"

<b>Category:</b> 6000 - INSTRUCTION	<b>Policy Number:</b> 6780f
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<b>Policy Title:</b> Special Education Records – Permission Form for Disposal of	<b>Effective Date:</b> December 18, 2013
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(Sample Letter)

Date:

This letter is to notify you that the special education records that have been kept by Snake River School District #52 for [name of student: \_\_\_\_\_] are no longer needed to provide educational services. Therefore, in compliance with local school board policy, we are requesting your permission to destroy these records. If you desire to keep the file for your own records rather than being destroyed, please indicate your selection below and the address you wish to have the records sent.

Please be aware that these records may be needed for social security benefits or for other purposes in the future.

If you have any questions, please feel free to contact me at \_\_\_\_\_.

Sincerely,

Director of Special Education

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By signing below, I hereby authorize Snake River School District #52 to destroy the above named special education records.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**OR**

By signing below, I hereby request Snake River School District #52 to mail the above named special education records directly to me.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**Address to be mailed to:** \_\_\_\_\_