**Destruction of Records**

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| Please be aware that at any time beyond three (3) school years from the date of your student's graduation or receipt of certificate of completion from the Keytesville R-III School District or moving from the District, the District may deem special education records relating to your student as being no longer needed and, thus, destroy such records without further notice. This is notice that all student special education records within the 3 year guideline will be purged to the required elements (including the most current evaluation and IEP, initial notice of placement and dismissal from Keytesville Special Education services).  Students, parent and/or guardians will have received a notice of destruction for any files from 2005 to present. This is a sample of the Notice of Destruction letter that will be sent when a student graduates, returns to regular education or leaves the district for any reason:  **Keytesville R-III School District**  **Department of Special Education**  **27247 Highway 5, Keytesville MO 65261**  **(660) 288-3767**    **NOTIFICATION OF DESTRUCTION OF STUDENT**  **SPECIAL EDUCATION RECORDS**    **Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**    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 maintained in the above named student’s school special education records.  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 on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  *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 (Available for inspection only; no copy will be provided)  Notifications of Meetings              Notices of Action              Review of Existing Data Summaries              All other personally identifiable information within the Special Education file\*    **Reasons for Destruction:**  The reason for destruction of the above listed items is because they are no longer needed to provide educational services and/or it has been more than three (3) years since this individual has received special education services at Keytesville R-III School District.    \*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 last IEP and Evaluation Report will be maintained for a minimum period of 3 years.  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. After the three years, all special education records will be destroyed.    You may contact the Special Education records office at Keytesville R-III School District – Department of Special Education at (660) 288-3767 or the address above for more information. |