

Northwestern R-1 School District
18475 Hwy 11
Mendon, MO 64660
NOTIFICATION OF DESTRUCTION OF STUDENT
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 maintained in your name, 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*

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 Northwestern R-1 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 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.

You may contact the records office at Northwestern R-1 at (660) 272-3201 or the address above for more information.

Sincerely,

Nicole Potter
Director of Special Education

Revised July 24, 2013