

Destruction of Information Concerning Students with Disabilities Who are Receiving or Who have Received Special Education/Gifted Services or Who Were Evaluated for Such Services

The District is required to notify parents and guardians when personally-identifiable information concerning students with disabilities, or students who were evaluated to determine the need for special education/gifted services, is no longer needed to provide educational services to the student (“no longer educationally relevant”). The District considers certain records to be no longer educationally relevant based on the following schedule:

- All test protocols and other raw data used as part of an evaluation or reevaluation will be considered no longer educationally relevant at the conclusion of the school year during which the evaluation or reevaluation has occurred.
- All IEP/GIEP progress monitoring data will be considered no longer educationally relevant as of the date on which such data are reported to parents or guardians in a progress report or at the conclusion of the school year during which such data are collected, whichever is sooner.
- All notes of IEP/GIEP team members and draft IEPs/GIEPS, if any, will be considered no longer educationally relevant as of the date that the IEP/GIEP is finalized and issued to the parents or guardian.
- All Permissions to Evaluate or Reevaluate, Invitations to IEP/GEIP or Other Meetings and related documents, Evaluation or Reevaluation Reports, IEPs/GIEPS, Notices of Recommended Educational Placement/Assignment and related documents, Complaint Investigation Reports, Mediation Agreements, and Hearing Officer Decisions will be considered no longer educationally relevant at the conclusion of the seventh year from the date on which the student graduates from High School, ceases residency in the District for reasons other than placement in a hospital or treatment facility, or attains age twenty-one, whichever is sooner.
- All IEP/GIEP/504 documents on record for longer than seven years.

Parents and guardians have the right to request, in writing, that the District destroy any or all records deemed no longer educationally relevant. The District, at its discretion, may also destroy such records without further notice to parents, guardians, or students.

If you have any questions concerning any of the aforementioned information, please the Special Education Office at 717-657-5100.

Respectfully,

Carrie Martin
Director of Special Education and Student Services
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Harrisburg, PA 17110