



GOVERNOR MIFFLIN SCHOOL DISTRICT

EDUCATING, INSPIRING, & EMPOWERING
EVERY STUDENT. EVERY DAY.

LISA TEMPLIN HESS, ED.D.
SUPERINTENDENT

MARY E. LIBBY, ED.D.
ASSISTANT SUPERINTENDENT

BRIAN BELL
DIRECTOR OF STUDENT SERVICES

Dear Parent or Guardian:

SUBJECT: Destruction of Special Education Records

The Governor Mifflin School District maintains a variety of documents concerning students who are identified as either Gifted or as having or thought to have a disability within the meaning of the Individuals with Disabilities Education Act. To conserve space and avoid unnecessary storage costs, and to protect privacy, these documents are subject to destruction when the District deems them no longer relevant to the education of your child. This correspondence will provide you with information concerning when we consider certain documents to be no longer educationally relevant. Although the District might have documents of the sort described in this letter that pertain to your child, you should not assume that such documents exist or that they are “educational records.”

The point at which a document is no longer educationally relevant will depend on the type of document.

- I. The following types of document will be considered no longer educationally relevant once read by the intended recipient, unless stored in a student file:
 - a. electronic communications between school staff
 - b. electronic communications sent to school staff by parents, guardians, and other third parties.
- II. The following types of document will be considered no longer educationally relevant at the conclusion of the school year during which such document was created:
 - a. raw data and test protocols used in evaluations and reevaluations
 - b. raw data, test protocols, and work samples used for progress monitoring, when those data and samples are thoroughly presented in progress reports or in IEP present educational levels
 - c. all other raw data, tests and quizzes, and student work.
- III. The following types of document will be considered no longer educationally relevant at the expiration of six years from the date on which the child is no longer receiving special education services from the District:
 - a. permissions to evaluate or reevaluate
 - b. evaluation and reevaluation reports
 - c. invitations to IEP team meetings
 - d. IEPs and IEP revisions
 - e. notices of recommended educational placement or prior written notices.

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 the foregoing information, please contact Brian Bell, Director of Student Services, at (610) 775-5085. For more information and a copy of the District’s Student Records Policy, please go to our district home page: <http://www.gmsd.org/> then to “Student Services” under the “Departments” tab.