



Dear Parents and Students at the Age of Majority,

The St. Helens School District complies with all state and federal legal provisions regarding destruction of records. Under the Individuals with Disabilities Education Act (IDEA), the school district must inform you, before your student's education records are destroyed, that the records are no longer needed by the district to provide educational services to the student.

The information that will be provided to you when your child is in their final year of high school or transition services, will serve as the official notification for parents and students at the age of majority about special education records retention in one of three scenarios:

- Student graduates with a Regular Diploma
- Student graduates with a Modified or Extended Diploma and declines Transition Services*
- Student Ages out of Special Education Services (June of their 21st year)

The district destroys all special education records after your child's 26th birthday. You have the right to review or pick up a copy of the Special Education Record prior to destruction as it may be needed for other purposes, such as accommodations for employment or higher education, public benefits or insurance.

*For those students that have graduated with a Modified or Extended Diploma and have declined transition services, records can be picked up in June of the student's 21st Year.

You have a right to ask the school district to destroy personally identifiable information in the student's special education records when the district has informed you that the information is no longer needed to provide educational services to the student. However, a permanent record of your child's name, address, phone number, grades, attendance record, classes attended, grade level completed and year completed may be maintained without time limitation.

Should you want to review, access, obtain copies or request destruction of this record, please contact the Student Services office at 503-366-7229 or by emailing Danielle Olstedt at: danielleo@sthelens.k12.or.us

Sincerely,
Lori Thompson
Student Services Director