

MERCER AREA SCHOOL DISTRICT

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NOTIFICATION OF DESTRUCTION OF STUDENT SPECIAL EDUCATION RECORDS

October 18, 2017

Dear MASD Graduate:

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 for *all MHS Graduates who* had 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 *December 18, 2017*.

Please be reassured that your IEP; ER and/or Re-Eval; PPE and/or PPE to Re-eval; and NOREP that were implemented while you were a senior, will be kept indefinitely in your permanent file. These will serve as documents that could be a requirement in the future for a college - technical school may wish to attend or for Social Security benefits.

Records that will be destroyed are as follows: *all other*

- Parent Permissions to Evaluate and/or Re-Evaluate (PPE / PPE to Re-eval)
- Evaluation / Re-evaluation Reports (ER / Re-Eval)
- Notifications of Meetings
- Individualized Education Programs (IEPs)
- Notices of Recommended Educational Placements (NOREP)

Schools are required to maintain these records for a minimum of six (6) years from the date the child no longer received special education and related services. Since it has been six (6) years since your child has graduated from Mercer Area School District these records serve no purpose and will be destroyed.

The district will 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.

You may contact the Special Education office at Mercer Elementary School at (724) 662-5102 ext. 5, email the secretary at lshillito@mercerc.k12.pa.us, or write to 301 Lamor Road, Mercer, PA 16137 for more information.

Sincerely,



Shirley Spiegel, M.Ed.
Coordinator of Special Services