



Merrillville Community School Corporation

Special Education Department

199 E 70th Ave - Merrillville, IN 46410

219-650-5330

June 16, 2025

Subject: Notice of Special Education Records Destruction

Dear Parent/Guardian,

We hope this letter finds you well. As part of our commitment to student privacy and compliance with state and federal regulations, we are notifying you of the upcoming scheduled destruction of special education records for students who have graduated, aged out, or otherwise exited our program prior to June 2019.

These records include, but are not limited to, individualized education programs (IEPs), evaluations, and other related special education documentation. While these records are no longer needed for educational purposes, they may be useful for personal records, future educational opportunities, or other reasons.

If you would like to obtain a copy of your child's special education records before they are permanently destroyed, please contact Ms. Ayesha Bass at 219-650-5330 no later than July 18, 2025. After this date, all applicable records will be securely destroyed in accordance with legal guidelines.

We appreciate your cooperation and support in maintaining accurate and confidential student records. If you have any questions or concerns, please do not hesitate to reach out to us.

Sincerely,

A handwritten signature in blue ink that reads 'Abigail Gonzalez' with a stylized flourish at the end.

Abigail Gonzalez

Interim Director of Special Education