



## **MILLCREEK TOWNSHIP SCHOOL DISTRICT**

### Student Records Notice

Information no longer relevant to and necessary for the provision of educational services to a student who has attended Millcreek Schools shall be destroyed annually by the Millcreek Township School District. A written record of a student's personally identifiable information (name, address, telephone number, grades, attendance records, classes attended, grade level completed, and year completed) shall be maintained for at least 100 years beyond the date the student attains the age of twenty-one.

The district will destroy all other Special Education records, except for the personally identifiable information records as listed above, for all students eligible under the Individuals with Disabilities Education Act and/or Section 502 of the Rehabilitation Act no earlier than six (6) years after those students reached the age of twenty-one (21) years. Those who want to claim their own special education records must call Student Services at (814) 835-5352 to make an appointment to secure their personal records at the Millcreek Education Center.