Saucon Valley School District

2097 Polk Valley Road, Hellertown, PA 18055-2400
District Office/Business Office: 610-838-7001
District Office Fax: 610-838-6419 Business Office Fax: 610-838-6661

Public Notice: June 10, 2026

Notice of Destruction of Special Education Records

Attention Parents/Guardians, Former Students, Eligible (Adult) Students:

Pursuant to the requirements of 34 CFR 300.624, this notification is to inform parents/guardians and former students of the Saucon Valley School District's intent to destroy Special Education records of former students, including, but not limited, to records regarding student's services under the IDEA and Pennsylvania Chapter 14 (special education services under an IEP), services under Section 504 and Pennsylvania Chapter 15 (services for handicapped students under a 504 plan/Chapter 15 Service Agreement) and/or services under Pennsylvania Chapter 16 (gifted services). Due to the need for filing space, and because the information is no longer necessary to provide educational services to the students involved, it is necessary to dispose of inactive Special Education files. Please be informed that Saucon Valley School District will destroy all Special education records of students who were born prior to 1999. However, the District will continue, as required by law, to maintain a permanent record of each student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed.

These records will be destroyed in accordance with state and federal laws unless the parent/guardian or eligible adult student notifies the school district otherwise. After 6 years the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person at the following address:

Saucon Valley School District
Special Education Department
2097 Polk Valley Road
Hellertown, PA 18055
610-838-7001 ext: 1103

Requests for copies must be received by July 10th, 2026. These records will be destroyed after July 10th, 2026.

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The Saucon Valley School District, an equal opportunity employer, will not discriminate in employment, educational programs or activities, based on race, sex, handicap, or because a person is a disabled veteran. This policy of nondiscrimination extends to other applicable classifications as may be required by law. Publication of this policy is in accordance with State and Federal laws including the Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and Title VI and VII of the Civil Rights Act of 1964. We further affirm that all curriculum offerings and student enrollment practices will be handled without discrimination based on sex, race, religion, national origin, or non-job related handicaps or disabilities.