GOVERNOR MIFFLIN SCHOOL DISTRICT
EDUCATING, INSPIRING, & EMPOWERING
EVERY STUDENT. EVERY DAY.

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August 2026

Dear Parent or Guardian:

SUBJECT: Destruction of Special Education Records

The Governor Mifflin School District maintains a variety of documents concerning students who are identified as having or who are thought to have a disability within the meaning of the Individuals with Disabilities Education Act,Section 504 of the Rehabilitation Act of 1973, and Pennsylvania's Chapter 16 (gifted education). To conserve space and avoid unnecessary storage costs, and to protect privacy, these documents are subject to destruction when the District deems them no longer relevant to the education of your child. This correspondence will provide you with information concerning when we consider certain documents to be no longer educationally relevant. Although the District might have documents of the sort described in this letter that pertain to your child, you should not assume that such documents exist or that they are "educational records."

The point at which a document is no longer educationally relevant will depend on the type of document.

I. The following types of document will be considered no longer educationally relevant once read by the intended recipient, unless stored in a student file:
   a. electronic communications between school staff; and
   b. electronic communications sent to school staff by parents, guardians, and other third parties.

II. The following types of document will be considered no longer educationally relevant at the conclusion of the school year during which such document was created:
   a. raw data and test protocols used in evaluations and reevaluations
   b. raw data, test protocols, and work samples used for progress monitoring, when those data and samples are thoroughly presented in progress reports or in IEP present educational levels; and
   c. all other raw data, tests and quizzes, and student work.

III. The following types of document will be considered no longer educationally relevant at the expiration of six years from the date on which the child is no longer receiving special education services, gifted education services, and/or accommodations pursuant to a 504 Plan from the District:
   a. permissions to evaluate or reevaluate
   b. evaluation and reevaluation reports
   c. invitations to IEP team meetings
   d. IEPs and IEP revisions; and
   e. notices of recommended educational placement or prior written notices.

Other types of documents will be determined no longer educationally relevant on a case-by-case basis, and you will receive notice of such determination in writing at your last known address.

If you have any questions concerning the foregoing information, please contact the Office of Special Education, at (610) 775-5085. For more information and a copy of the District's Student Records Policy, please go to our district home page: http://www.gmsd.org/ then to "Student Services" under the "Departments" tab.

Sincerely,

Dr. Jean Solecki
Director of Special Education