Retention/Destruction of Special Education Student Records

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

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), including 34 CFR §300.624 (formerly 34 CFR §300.573), this notice is to inform parents/guardians, former students, and eligible (adult) students that the Mifflinburg Area School District intends to destroy Special Education records of students who have not received Special Education services for at least seven (7) years.

Special Education records collected by the Mifflinburg Area School District related to the identification, evaluation, educational placement, or the provision of Special Education services must be retained for a period of seven (7) years after Special Education services have ended. Special Education services end when a student is no longer eligible for services, graduates, ends school-age services, or moves from the district.

After the required seven-year retention period, these records may be destroyed in accordance with state and federal law unless the parent/guardian or eligible (adult) student requests a copy of the records before destruction. Requests for records or additional information may be made in writing or in person by contacting the Mifflinburg Area School District at the address listed below.

Mifflinburg Area School District
Special Education Office
178 Maple Street
Mifflinburg, PA 17844