

NOTIFICATION OF DESTRUCTION OF STUDENT SPECIAL EDUCATION RECORDS

In accordance with state and federal regulations implementing Individuals with Disabilities Education Act (IDEA), this is to notify you of our intent to destroy personally identifiable information maintained in student special educational records. This destruction of records applies only to individuals whose special education services through De Soto School District ended more than three (3) years ago.

If you wish to maintain this information for your personal records, you need to notify us within thirty (30) days of the posting of this notice; otherwise, the information will be destroyed. The date set for destruction of the records is July 1, 2021.

Please be advised that the records may be needed by the student or the parent(s) for social security benefits or other purposes at sometime in the future.

We will continue to retain a permanent record on this student, which includes name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed. We will also retain the most recent IEP and Diagnostic Evaluation.

The records to be destroyed are as follows:

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| Previous Individualized Education Programs (IEPs) | Notifications of Meetings |
| Previous Evaluation Reports | Notices of Action |
| Test Protocols | Review of Existing Data Summaries |
| All other personally identifiable information within the Special Education file | |

The reason for destruction of the above listed items is because they are no longer needed to provide educational services if it has been more than three (3) years since this individual has received special education services at De Soto School District.

The district is only required to maintain full records for a minimum of three (3) years from the date the student no longer received special education and related services.

You can contact the Special Education Office at 636-586-1000 or by writing to De Soto School District at 610 Vineland School Road. De Soto, MO 63020.