

**GENESEE INTERMEDIATE SCHOOL DISTRICT
ELMER A. KNOPF LEARNING CENTER**

**NOTIFICATION OF DESTRUCTION OF STUDENT
SPECIAL EDUCATION RECORDS**

In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform you of our intent to destroy personally identifiable information related to special education services maintained in special education student records at the Elmer A. Knopf Learning Center (EKLC).

If you wish to maintain your EKLC student's information for your personal records, you need to notify us; otherwise, the information will be destroyed on 6-5-2017.

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

Records to be destroyed are as follows:

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

Reason for Destruction:

The reason for destruction of the above listed items is because they are no longer needed to provide educational services.

- It has been more than three (3) years since this individual has received special education services at Genesee Intermediate School District
- The student has graduated, moved out of district or dropped out of school.
- The protocols are not needed to provide services, an evaluation report for each assessment is included in your child's special education file.

*The district may maintain a permanent record, without time limitation, of a student's name, address and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed. The last IEP and Evaluation Report will be maintained for a minimum period of 3 years. The school is required to maintain records for a minimum of three (3) years from the date the child no longer received special education and related services.

You may contact the Elmer A. Knopf Learning Center office at Genesee Intermediate School District (810) 591-4489 for more information.