

MEMO

To: Mary Ann Gemmill, Superintendent
From: Michelle Ladd, Director of Special Education
Date: 5/3/19
Re: Destruction of Special Education Records

According to the *Commonwealth of Kentucky's Records Retention Schedule- Public School District Model*, Special Education Due Process Student Folders (L2001) may be destroyed three years from date of last activity and after notification of parent(s) or legal guardians.

A Public Notice of the district's intention to destroy special education records for students who have attended schools in Christian County School District and graduated in 2016 or prior years will be published in the Kentucky New Era for two consecutive weeks.

The notice advises any interested individuals desiring a copy of these records to contact the Director of Special Education or designee no later than June 30, 2019.

I am requesting that the Christian County Board of Education approve the destruction of the above mentioned Special Education Due Process Records.

CHRISTIAN

COUNTY PUBLIC



SCHOOLS

POST OFFICE BOX 609

200 GLASS AVENUE

HOPKINSVILLE, KY. 42241

PHONE (270) 887-7000

May, 6, 2019 Public Notice 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 the public of our intent to destroy personally identifiable information related to special education services.

The Christian County School District would like to make Parents/Guardians, Former Students, and Eligible (Adult) Students aware that Special Education records of students who graduated or exited prior to the 2015-16 school year will be disposed of starting August 1, 2019. The District is required to maintain records for a minimum of three (3) years from the date the child leaves the school district.

Special Education records collected by the Christian County School District, relates to the identification, evaluation, educational placement, or the provision of Special Education in the district. Special Education services end when the student is no longer eligible for services, graduates or completes his or her educational program at age 21, or moves from the district.

This notification is solely to provide awareness to the students who graduated prior to May 2016 or who left school during these years. If no student, parent or guardian responds to this public notice, the school district will assume consent to destroy all Special Education records specific to the student after July 15, 2019.

The District may maintain a permanent record, without limitation, of a student's name, address, phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.

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

Please respond no later than June 30, 2019. Request of student records may be forwarded to Deena Oliver, Christian County Public Schools.

To arrange a pick up date in June or July, please send an email to deena.oliver@christian.kyschools.us or leave a voice mail that includes the former student's name, date of birth, high school attended, and a call back number at 270-350-1534.