

Notification of Destruction of Student Special Education Records

In accordance with state and federal regulations implementing the Individuals with Disabilities Education Act, (IDEA), this notice is to inform you of our intent to destroy personally identifiable information related to special education services maintained in Barbourville Independent Schools special education records.

The district is required to maintain records for a minimum of three (3) years from the date a student leaves the district. If you graduated in 2017, or prior to 2017, and wish to maintain this information for your personal records, you need to notify us upon receipt of this notice; otherwise, the information will be destroyed September 9, 2021.

Please be advised that the special education records may be needed by a student or parent for social security benefits or other purposes.

Records to be destroyed are as follows:

Individualized Education Plans (IEPs)	Evaluation Records
Test Protocols	Notification of Meetings
Notices of Action	Review of Existing Data Summaries
All other personally identifiable information within the 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.

You may contact the special education records office at 606-546-3120, extension 323; or at the school office for more information.

Sincerely,

Director of Special Education