

Bancroft-Rosalie Community School

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION INFORMATION AND RECORDS

Rule 51 ~Nebraska Department Education

009.03M Retention and Destruction of Information and Records

009.03M1 The school district or approved cooperative shall retain special education records for five (5) years after the completion of the activities for which special education funds were used.

009.03M2 The school district or approved cooperative shall inform parents when personally identifiable information collected is no longer needed to provide educational services to the child.

009.03M3 The information which is no longer necessary to provide educational services to the child, must be destroyed at the request of the parents.

All Special Education records that have been maintained by the school district for more than 5 years after they were no longer needed, are now scheduled to be destroyed.

Individuals that had testing done to determine eligibility or received services from Special Education staff need to notify the school with their preference for the removal of these files.

Options include: 1. Parent/ Student may request the school district to shred all personally identifiable information contained in the Special Education files of the individual or 2. Parent/ Student may request the school district turn over all personally identifiable information contained in the file to the individual.

Parent/Student may contact the school to attain a form indicating their preference for removal of these Special Education records from the school district's files.

If the school district has not been contacted or forms returned to the school **by September 1**, the school district assumes the right to shred all information of the individual contained in the Special Education file.

Signed,

Lori Hermelbracht

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