

Destruction of Records Notice of Intent

Nebraska Department of Education Rule 51, Regulations and Standards for Education Programs, requires that school districts destroy all personally identifiable Special Education data maintained on students five years after the completion of the activities for which special education funds were used.

NDE Rule 51 also requires the school to notify the parents or student prior to the destruction of these records so that a copy of the Special Education File may be requested by the parent/student.

Any Special Education record that has been maintained by the school for more than five years after it was no longer needed is now scheduled to be destroyed by shredding. Please complete and return this form to the school.

Parental/ Student Notice of Intent

I understand the Special Education records on file for my son/daughter / myself at Bancroft-Rosalie Community School are no longer necessary to provide services and the district wishes to dispose of these records. I give the Bancroft-Rosalie School district permission to:

Shred the documents in the Special Education File of _____
Student Name

I would like a copy of the Special Education File of _____
Student Name

Please provide an address if not picking up at school.

Signature of Parent/Guardian or Student 18 yrs or older

Date

Removal of Special Education File (To be completed by school personal.)

_____ Picked up at school by _____ on _____
Date

_____ Mailed to _____

at _____

_____ address

by _____ on _____

Staff Member

Date

_____ File shredded on _____ by _____

Date

Staff