

NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Date: May 22, 2019

Attention Parents/Guardians, Former Students, Eligible (Adult) Students:

Special Education records which have been collected by the Northwestern Area School District related to the identification, evaluation, educational placements, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of five years after Special Education Services have ended for the student. Special Education services end when the student no longer is eligible for services, graduates, completes his or her educational program on June 30th of the year after he/she turns 21, or moves from the district.

This notification is to inform parents/guardians and former students of the Northwestern Area School District's intent to destroy the Special Education records of students who ended Special Education Services prior to May 2014. These records will be destroyed in accordance with state laws unless the parent/guardian or eligible (adult) student notifies the school district otherwise. After five years, the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible adult student may request a copy of the records in writing or in person at the following address:

Ryan Bruns
Northwestern Area School District
221 3rd St.
Mellette, SD 57461
Phone: (605) 887-3467

Requests for copies must be received by (30-45 days after letter has been sent or "reasonable amount of time"). These records will be destroyed after July 7, 2019.