



# Scribner-Snyder Community Schools

## NOTICE OF DESTRUCTION OF SPECIAL EDUCATION INFORMATION AND RECORDS

Rule 51 -Nebraska Department of 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. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.*

All Special Education records that have been maintained by the school district for more than 5 years after the student turned 21 years of age are no longer needed and 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 of their preference for the removal of these files. This would be for students who were born in the **1994, 1997, & 1998.**

Options include: 1. Parent/Student may request the school district to destroy 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 at 664-2568 to indicate their preference for the removal of these Special Education records from the school district's files.

If the school district has not been contacted by **JUNE 5th, 2024**, the school district assumes the right to destroy all information of the individual contained in the Special Education file.

Signed,

Hanna Sedlacek  
Scribner-Snyder Community Schools  
Director of Special Education