

DATA DESTRUCTION NOTICE FORM

Date:

To:

It is the policy of the Apple Creek School District Special Education Unit to maintain your child's education records for _____ years. In the meantime, it is the legal obligation of the Apple Creek School District Special Education Unit to inform you when education records are no longer needed to provide educational services to your child. When education records are no longer needed to provide educational services to your child you have the right to request that the education records be destroyed. If you request that the education records be destroyed, all records will be destroyed except for the student's name, address and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed. If you do not request that the education records be destroyed, they will be maintained according to unit policy.

At this time it is no longer necessary to maintain the special education records of _____ in order to provide him/her educational services.

Name of Student

Destruction of records is the best protection against improper and unauthorized disclosure. **However, the records may be needed for other purposes. The records may be needed by you or your child for social security benefits or other purposes.**

Please mark your choice and return the bottom portion of this notice. If the bottom portion of this notice is not returned within thirty (30) days, the educational records will be maintained according to unit policy.

Name of student _____

_____ I want the Apple Creek School District Special Education Unit to maintain the records according to the unit policy.

_____ I want the Apple Creek School District Special Education Unit to destroy the records. The method of destruction will be to give the records to me so that I will have them should they be needed for other purposes.

_____ I want the Apple Creek School District Special Education Unit to destroy the records. I do not wish to receive the records.

Signature

Date