

## Special Education Records

### Public Notice of Destruction

Under federal law, special education records, which have been collected by the McKenzie Special School District relating to identification, evaluation, educational placement, and provision of special education services, must be retained for a minimum of three years after special education services to the student have ended. MSSD will destroy the special education records of all students whose special education services ended thirteen years prior to the beginning of each school year. Special education services end when the student is no longer eligible because he/she: graduates with a high school diploma; reaches twenty-two (22) years of age.

If a student attended school/graduated from MSSD during 2010 or after, we have electronic records.

Prior to the destruction of their special education records, individuals 18 years of age and older or parents/guardians of dependent individuals have the right to review and/or obtain copies of these records. These records may be of use when applying for Social Security benefits, rehabilitation services, college, etc.

No response to this public notice will be viewed as consent to destroy the records.

For more information, contact the Special Education Department at (731) 352.2246.