

## **NOTICE CONCERNING DESTRUCTION OF SPECIAL EDUCATION STUDENT RECORDS**

All public elementary and secondary schools are subject to the Family Educational Rights and Privacy Act (FERPA) a Federal law that governs the disclosure of information from education records. Additionally, public schools must protect the confidentiality of information at the collection, maintenance, disclosure and destruction of information that is personally identifiable to individuals. Public schools may destroy personally identifiable information when it is no longer needed to provide educational services to students/individuals. Reference: 34 CFR 300.57(a)

This notification is to inform parents/guardians and former students of the district's intent to destroy the special education records of students who received special education services in Florence County School District Five until June 30, 2017. **The information to be destroyed does NOT include permanent records or school transcripts.**

**Individuals may request copies of their records by calling or writing:**

**Florence School District Five  
Department of Special Services  
P.O. Box 98  
Johnsonville, SC 29555  
843-386-3268**