

## **Reedsport School District #105**

### **Notice of Destruction of Special Education Records**

In accordance with Public Law 105-17, the Family Educational Rights and Privacy Act, and OAR 166-400-0060; the Reedsport School District will destroy special education records that are no longer needed for the provision of special education services. Selected records of former special education students, those referred for evaluation or those who have exited the program (5 years ago) will be destroyed. The school district will maintain only directory information including the students, name, last known address and phone number, classes attended, attendance record, grade completed, and year completed.

Records which will be destroyed include test protocols and written reports, individualized education plans, individualized transition plans, and other educational documents relevant to providing the student a free appropriate public education during the time the student attended school. Please note that some information to be destroyed may be needed by the student to substantiate claims for social security and other benefits. Former students or the legal guardians of former students who participated in special programs in the Reedsport School District and meet the age criteria noted above and would like to retain these educational records should contact the Special Education Director at 541-271-9133 prior to the 5-year deadline. The district will also make every attempt to contact student or guardians by phone prior to the destruction of records. Special education records will be purged annually after June 30, following the protocol described in this notification.