

Policy and Procedure

Destruction of Special Education Records

Procedures for the destruction of special education records must be adhered to as specified below:

I. Special Education records may be destroyed at the discretion of the school system five years after cessation of special education services to a student; or five years after the student leaves the School System. Notification of destruction of records will be provided through the School board website and local newspaper. Individual schools may destroy applicable records when notified by the Supervisor of Special Education. Records are to be shredded in such a manner so as not to jeopardize confidentiality.

II. Special Education records **MUST BE** destroyed by the School System at the request of the parent if the student has left the School System or the records are no longer needed to provide special education services.

Notice:

St. Tammany Parish Public School System Special Education Department

NOTICE OF RECORDS DESTRUCTION

St. Tammany Parish School System, Special Education Department, Harrison Curriculum Center, 706 W. 28th Avenue., Covington, LA 70433 will be destroying Special Education records of students whose special education services ended or students who have left the School System more than five years ago. Pick up of records may be arranged by calling the Special Education Department office at (985)898-3311. An individual 18 years of age or older, unless adjudicated, must request his/her own records. Proper identification is required. **ALL RECORDS** dated prior to October, 2003 will be destroyed on January 15, 2009. If further information is requested, please call (985)898-3311