# Notice of School District Special Education Records Destruction

Date:

Re:      (student name)

Birthdate:

The Muscatine Community School District maintains a permanent record for all students which includes:

* Basic demographics (name, date of birth, gender, race/ethnicity, disability status, last known telephone number and address)
* Official transcript
* Evidence of attendance
* Grades/marks attained in all courses and all grade levels
* Dates of enrollment
* Grade level completed
* Year completed

The Muscatine Community School District maintains a student’s **special education records** for at least five years after special education services end. After five years the special education records may be destroyed.

*We understand that parents/eligible students may request that records be destroyed prior to the date when the school may destroy records or may request that the file be released to them. We further understand that there may be reasons (e.g., social security documentation) that student records should be maintained by the school.*

*I/ we understand that:*      (student name)

Mark One:

*was exited from special education services on*      ;

*will be exited from special education services no later than June* of       *(Year Student Turns 21)*

*Mark both before signing:*

     *’s special education records will be destroyed no earlier than* five years beyond the date listed above *and*

*No further notice will be given.*

Parent/Guardian/Eligible Student\* Parent/Guardian/Eligible Student\*

District Representative

\* "Eligible student" means a student who has reached 18 years of age or is attending an institution of postsecondary education

**Distribution: \_\_\_\_\_ Parent/Eligible Student \_\_\_\_\_ School IEP Folder \_\_\_\_\_ MCSD Director of Special Programs**