



# Philomath Public Schools

Benton County School District No. 17J, 535 S19th St, Philomath, OR 97370 (541) 929-3169

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

In accordance with Public Law 105-17 and the Family Educational Rights and Privacy Act; the Philomath School District will destroy special education records that are no longer needed for the provision of special education services.

Specifically 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 corporation 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 in order to substantiate claims for social security and other benefits.

All former students who participated in special programs in the Philomath School District and meet the age criteria noted above or the legal guardians of former students who would like to retain these educational records should contact the office of Special Programs at 541-929-2524 prior to the 5 year deadline. We will make every attempt to contact student or guardians by phone prior to purging records.

Special education records will be purged 60 calendar days following the provision of this notification.