

In accordance with the state and federal regulations implementing the Individuals with Disabilities Education Act (IDEA), this is to inform you of our intent to destroy personally identifiable information related to special education services maintained in Metcalfe County School special education records.

If you wish to maintain this information for your personal records, you need to notify us upon receipt of this notice; otherwise, the information will be destroyed after the week of September 16, 2017.

Records to be destroyed are as follows:

Individualize Education Programs (IEPs)

Evaluation Reports

Test Protocols Notifications of Meetings

Notices of Action

Review of Existing Data Summaries

All other personally identifiable information within the Special Education file

The reason for destruction of the above listed items is because they are no longer needed to provide educational services as it has been more than three (5) years since this individual has received special education services at Metcalfe County.

\*The district may maintain a permanent record, without time limitation, of a student's name, address and phone number, his/her grades, attendance record, classes attended, grade level completed, and year completed.

You may contact the records office at Metcalfe County at 270-432-7291 or the address above for more information.

Sincerely,

Jamie Moss, Director of Special Education