

Summersville R-II School District  
525 Rogers Avenue  
Summersville, MO 65571

**NOTIFICATION OF DESTRUCTION OF STUDENT  
SPECIAL EDUCATION RECORDS**

**10/4/2021**

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 Summersville R-II School District's 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 beginning October 15, 2021.

Please be advised that the records may be needed by the student or the parent(s) for social security benefits or other purposes.

Records to be destroyed are as follows:

- Individualized Education Programs (IEPs)
- Evaluation Reports
- Test Protocols (Available for inspection only; no copy will be provided)
- 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 (3) years since this individual has received special education services at Summersville R-II School District.

\*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.

The school is required to maintain records for a minimum of three (3) years from the date the child no longer received special education and related services.

You may contact the records office at Summersville R-II School District at 417-932-4045 or the address above for more information.

Sincerely,  
Amanda Jo Newby  
Director of Special Services