

Summersville R-II School District

525 Rogers Avenue
PO Box 198
Summersville, MO 65571

August 18, 2022

To All Graduates of the Class of 2019

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

If you wish to maintain this information for your personal records, you need to notify the district upon receipt of this notice; otherwise, the information will be destroyed after September 15, 2022.

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)

Notices of Action

Notifications of Meeting

Review of Existing Data Summaries

Any and all other personally identifiable information contained 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 records, 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 417-932-4929, extension 2038, by email at newbya@sவில்.k12.mo.us, or by writing to the address above for more information or to request a copy of the records.

Sincerely,

Amanda Newby
Director of Special Services