

Intradistrict Communication

DATE: December 1, 2016

TO: High School and Center-Based School Principals
High School Special Education Team Leaders

FROM: Laura Finlinson, Admin. of Curriculum/Staff Development & Special Programs
Lisa Robinson, Director of Special Education

SUBJECT: Destruction of Special Education Records

School districts are required to keep special education records five years past the student's twenty-second birthday. In compliance with the Family Educational Rights and Privacy Act (FERPA), Jordan School District must notify parents and afford them the opportunity to receive special education records before destruction of those records can occur.

As of December 1, 2016, such notice will have been advertised to parents for students whose **birthdates are prior to September, 1989** (i.e., students who are 27 years of age). Any records for this time period that have not been requested by **January 31, 2017** should be submitted for destruction following the procedures identified below:

1. A list must be submitted to the special education teacher specialist assigned to your school which identifies each student's name, birthdate and student number for all files to be destroyed.
2. The special education teacher specialist will review the list and notify the team once it is verified that the records may be submitted for destruction.
3. **NEW PROCEDURE:** Follow the Shredding of Confidential Records procedures outlined in the September 8, 2014 memo from Auxiliary Services which reads:

Records to be destroyed will now need to be retained in a secure place at your school. When you have accumulated more than 10 boxes, please contact **Columbus Secure Document Solutions** at 801-262-1588 to schedule pickup and disposal.

Please remove records from loose leaf binders or hanging file folders. All confidential records must be boxed, taped shut and visibly labeled as CONFIDENTIAL TO BE DESTROYED. Boxes not secured and labeled will not be accepted. Please collect all boxes in one central location. At the scheduled date and time, please have someone available to direct workers where the boxes are for quick and efficient pick up.

Note that special education records may be submitted for destruction at any time after January 31, 2017 **as long as the destruction meets the criteria and has been approved by the special education department.**

4. Please remember that the **Utah State Records Retention Schedule mandates that student transcripts be retained permanently.**

If you have questions, please call the special education teacher specialist assigned to your school.

cc: Paul Bergera, Auxiliary Services
Susan Sudbury, Placement Office
Luann Leavitt, Student Services
Sandra Riesgraf, Communications