

**DESTRUCTION OF CONFIDENTIAL RECORDS**

According to State and Federal guidelines, all confidential records may be destroyed after a period of five (5) years and the determination that the records have been deemed inactive. Parents/guardians of eligible students must be notified prior to the destruction of Confidential Educational Records and must be afforded the opportunity to obtain records before destruction.

These confidential records include all records of special testing, placement in special education classes and IEPs, not to be confused with any records, transcripts or documents considered to be a part of the student's permanent records.

The parent or legal guardian will be notified in writing at the last known address of the intent to destroy the Confidential Educational Records and the right to obtain these records. If parent/guardian does not respond or claim the Educational Records after sixty (60) days of the notification, the records will be destroyed