

Notice of Destruction of Special Education Records

Request Copies of Records by July 1, 2020

Attention Parents/Guardians, Former Students, Eligible (Adult) Students,

Special Education records which have been collected by Norton City Public Schools related to the identification, evaluation, educational placement, or the provision of Special Education in the district, must be maintained under state and federal laws for a period of five years after the Special Education Services have ended for the student. Special education services end when the student no longer is eligible for services, graduates, completes his or her educational program at age 21, or moves from the district.

This notification is to inform parents/guardians and former students of Norton City Schools intent to destroy the Special Education records of students who are no longer receiving Special Education services for at least 5 years beyond the age of twenty-one (21). These records will be destroyed in accordance with state law unless the parent/guardian or eligible (adult) student notifies the school district otherwise.

After five (5) years, the records are no longer useful to the district, but they may be useful to the parent/guardian or former student in applying for Social Security benefits, rehabilitation services, college entrance, etc. The parent/guardian or eligible (adult) student may request a copy of the records in writing or in person at the following address:

Norton City Schools
Attention: Sundy Adams
P.O. Box 498
Norton, Va. 24273

PLEASE NOTE: THIS NOTICE PROVIDES STUDENTS AND THEIR PARENTS WITH NOTICE THAT THE DISTRICT MAY DESTROY RECORDS UNDER THE FOLLOWING CIRCUMSTANCES AND TIMELINES:

- Records that include a student's name, address, grades, attendance records, dates attended, grade level completed and year completed may be destroyed once 5 years have passed since the student's 21st birthday.
- Special Education records, Section 504 records, Child Study Team records, and health records may be destroyed once 5 years have passed from the date a student has graduated or reached graduation age (if exiting the district before graduation) as long as there is no outstanding request to inspect and review records and the records are no longer deemed useful to the school district.
- Notice of destruction of these records is provided annually via this publication. Educational records of a student are no longer needed by the District to provide educational services at the end of one year following a student's graduation from the District. A parent/guardian may submit a written request for the destruction of all educational records at that time.
- Destruction will proceed where parents or eligible students have not requested copies by July 1, 2020. The records may be destroyed as per paragraphs a and b above. Parents or students who are eighteen years of age have the right to request a copy of their record before destruction.

Parents/eligible adult students are reminded that copies of the records might be needed for the acquisition of Social Security benefits or for other purposes.