



## WEST CENTRAL SCHOOL DISTRICT 49-7

Department of Special Services

### NOTICE OF DESTRUCTION OF SPECIAL EDUCATION RECORDS

Date: July 11, 2023

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

Special Education records which have been collected by the West Central School District 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 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 on June 30th of the year after he/she turns 21, or moves from the district.

This notification is to inform parents/guardians and former students of the West Central School District's intent to destroy the Special Education records of students who ended special education services prior to or during the 2017-2018 school year. These records will be destroyed in accordance with state laws unless the parent/guardian or eligible (adult) student notifies the school district otherwise. After five 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:

West Central School District 49-7  
Special Services Department  
705 E. 2nd Street, PO BOX 730  
Hartford, SD 57033  
605-528-3217

Requests for copies must be received by September 30, 2023 (30-45 days after letter has been sent or "reasonable amount of time"). These records will be destroyed after 10/01/2023.