

PALMYRA AREA SCHOOL DISTRICT
Notice of Destruction of Special Education Records

In accordance with 34 C.F.R 300.624, the federal regulations under IDEA: a) the public agency (Palmyra Area School District) must inform parents when personally identifiable information is collected, maintained, or used under this part is no longer needed to provide educational services to the child.

Special Education records 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 for at least 6 years from creation of the record, satisfactory evidence of a student's graduation, and/or from the student's last enrollment in the district. The District intends to destroy special education records pursuant to this 6 year requirement, unless a parent/guardian or eligible (adult) student notifies the district prior to destruction. A basis record of the student's attendance, academic transcript, and other required records will be maintained for 100 years. Special education records 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, prior to destruction: Director of Pupil Services, Palmyra Area School District, 1125 Park Drive, Palmyra, PA 17078.

At this time all records of students disenrolled from the district for 6 years or longer, or in the graduating class of 2015 or earlier will be destroyed starting July 1, 2021. Each year after, the next year will be destroyed (i.e.- July 1, 2022 Class of 2016). If you attended, or had a child that attended, and would like these records please contact us at the above address before July 1, 2021.

If you have any questions or concerns please contact Dr. Kathy Setlock, Director of Pupil Services at 717-838-3144. Thank you.