

SPED RECORD RETENTION:

Sandhills Public Schools will be cleaning obsolete files and records from file cabinets this summer. We will be destroying SPED files that are more than 5 years old from the graduation of the student. If you would like your students SPED files for your records, please contact the school prior to June 1, 2024. This is in compliance with 009.03M Retention and Destruction of Information and Records.

009.03M Retention and Destruction of Information and Records

009.03M1 The school district or approved cooperative shall retain special education records for five (5) years after the completion of the activities for which special education funds were used.

009.03M2 The school district or approved cooperative shall inform parents when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the child.

009.03M3 The information which is no longer necessary to provide educational services to the child, must be destroyed at the request of the parents. However, a permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitation.