

DESTRUCTION OF PERSONALLY IDENTIFIABLE DATE

PRIOR NOTIFICATION LETTER—SAMPLE

PUT ON SCHOOL LETTERHEAD

Name of Student _____

Dear _____:

Nebraska Department of Education Rule 51, Regulations and Standards for Education Programs, May 15, 2010 requires the school to destroy all personally identifiable Special Education data maintained on your child five years after it is no longer needed to provide Special Education services to the student.

NDE Rule 51 also requires the school to notify you, prior to the destruction of these records, that you have the right to make copies of the personally identifiable data contained in your child's Special Education Record.

Therefore, please be advised that the personally identifiable Special Education data maintained on your child has been maintained for five years after it was no longer needed to provide Special Education services to the student and is now scheduled to be destroyed by shredding. If you would like copies of this data, please inform _____, the Custodian of Records, for the _____ School, on or before, _____, 20 ____.

If you have questions, please contact the Custodian of Records identified herein above.

Respectfully,

cc: Student's Permanent File

SPED-24
Rev. 04/11

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(SPED-24)**

Purpose and Description

This form is used as part of the procedural safeguards confidentiality of records afforded to parents of handicapped children.

Completed By

The district special education staff and school administration.

When Completed

Five years after program completion.