

Special Education Office Use Only Name: _____
D.O.B. _____
Date to destroy file: _____

YELLOW MEDICINE EAST SCHOOL DISTRICT #2190
NOTICE OF SPECIAL EDUCATION
RECORDS RETENTION POLICY

In accordance with the policy adopted by the Yellow Medicine East School District and approved by the Minnesota Records Disposition Panel, notice is hereby being given as to the length of time that your special education file will be maintained.

In accordance with Yellow Medicine East School District's retention schedule all records of special education students will be retained for at least six years following the last date of eligibility for services to the student. The "last date of eligibility for services" means either the student's graduation or the last day on which the student was eligible for services from the District, whichever is later. At that time, the contents will be destroyed with the exception of the following, which will be maintained without time limitation: standardized and achievement test results, last IEP, student's name, address, phone number, grades, attendance and grade level completed.

By signing this notice, you are acknowledging the Retention Policy. No further notice will be given.

Print Student's Name _____

_____ Student

Signature (18 years or older) Date

Parent/Guardian Signature Date